



<https://aerin.ky.gov>

Introduction to the Adult Education Reporting Information Network System

Fiscal Year 2005-2006

Kentucky Adult Education
Council on Postsecondary Education
1024 Capital Center Drive, Suite 250
Frankfort, KY 40601
(502) 573-5114



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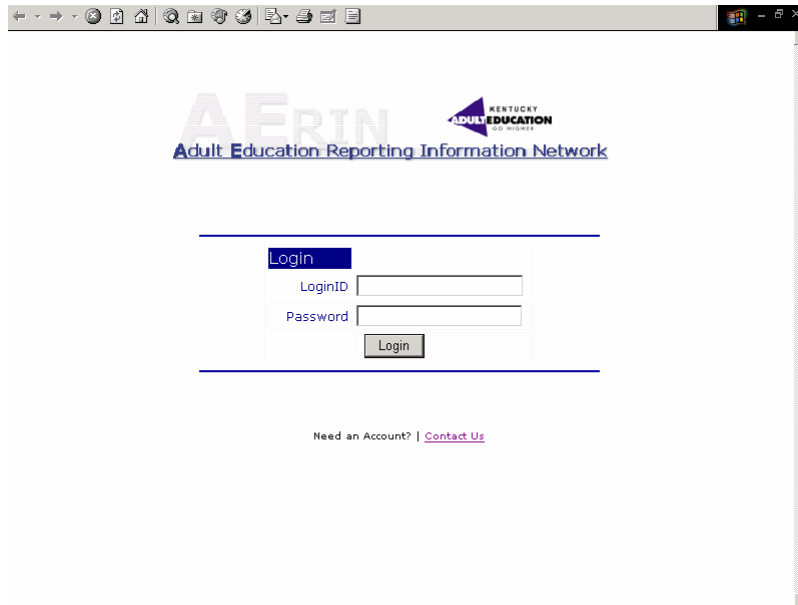
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Login Screen

A screenshot of a web browser displaying the AERIN (Adult Education Reporting Information Network) login screen. The browser's address bar is empty. The page features the AERIN logo on the left and the Kentucky Adult Education logo on the right. Below the logos, the text "Adult Education Reporting Information Network" is displayed. A central login form is enclosed in a box with a blue border. The form has a "Login" tab at the top left. Below the tab are two input fields: "LoginID" and "Password". A "Login" button is positioned at the bottom right of the form. Below the login form, there is a link that says "Need an Account? | [Contact Us](#)".

Welcome to AERIN. After being trained by Terry Tackett, you will receive a security agreement at the training to request a User ID and password. Complete this form, secure your supervisor's signature, make a copy for your records, and mail the original to:

Tammy Powers
Kentucky Adult Education
1024 Capital Center Drive, Suite 250
Frankfort, KY 40601

Once this form is received by Tammy Powers, she will issue your User ID and a default password either by phone or e-mail.

Security Agreement Forms can also be accessed on our website <http://www.kyae.ky.gov/>.


Go to <https://aerin.ky.gov> to access the AERIN Login screen. (You may want to create a short cut icon on your desktop.) Enter your User ID and password and then click onto the Login button.

The first time you log in using the default password assigned to you, click on **Manage Your Account** to change the default password to a personal password that only you will know.

For assistance with this screen or any other screens in AERIN, please contact:

Terry Tackett (ext 107) or Tammy Powers (ext 114) at:
1-800-928-7323 or 502-573-5114
terry.tackett@ky.gov or tammy.powers@ky.gov

Contact Us Screen



Contact List

C9999-Central Office

Find

Show All

Location County	Program	Contact Name	Phone	Email	
C9999	FRANKLIN	Central Office	Billy Crabtree	270-901-1024	billy.crabtree@kctcs.edu
C9999	FRANKLIN	Central Office	D.J. Begley	606-487-3333	donniej.begley@kctcs.edu
C9999	FRANKLIN	Central Office	Don Howerton	270-824-8596	don.howerton@kctcs.edu
C9999	FRANKLIN	Central Office	Joyce Bullock	502-573-5114 ext 118	joyce.bullock@ky.gov
C9999	FRANKLIN	Central Office	Martha Fightmaster	502-573-5114 ext 145	martha.fightmaster@ky.gov
C9999	FRANKLIN	Central Office	B.J. Helton	502-573-5114 ext 102	bj.helton@ky.gov
C9999	FRANKLIN	Central Office	David Walters	502-573-5114 ext 122	david.walters@ky.gov
C9999	FRANKLIN	Central Office	Donna Potter	502-573-5114 ext 121	donna.potter@ky.gov
C9999	FRANKLIN	Central Office	Ginny Sullivan	502-573-5114 ext 115	ginny.sullivan@ky.gov
C9999	FRANKLIN	Central Office	Sandy Kestner	502-573-5114 ext 108	sandra.kestner@ky.gov
C9999	FRANKLIN	Central Office	Tammy Powers	502-573-5114 ext 114	tammy.powers@ky.gov
C9999	FRANKLIN	Central Office	Terry Pruitt	502-573-1555 ext 247	terry.pruitt@ky.gov
C9999	FRANKLIN	Central Office	Terry Tackett	502-573-5114 ext 107	terry.tackett@ky.gov

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Click on **Contact Us** to access this screen. This screen can be accessed at the Login screen or any screen within the system. The list includes some KYAE staff and a list of contacts for every county. The counties are in Location Code order. **KYAE staff are listed under the location code of C9999.**

Contact List

Use the **Drop Down Arrow** to find the location code you want. Once you have selected the location code, click on **Find**.

Find

Click this button to find the selected location code.

Show All

Click this button to show all locations.

Location Code

A code assigned to programs by KYAE.

County

The name of the county.

Program

The name of the program.

Contact Name

The name of the contact person.

Phone Number

The phone number of the contact person.

Email Address

The e-mail address of the contact person.

Manage Your Account Screen

Click on **Manage Your Account** to access this screen.

This screen is used to change your assigned default password to a personal password and to update your name and work e-mail address.

You will need to complete the following steps.

Current Password	Enter your current password. The first time you log in, use the default password assigned to you by KYAE.
New Password	Enter a personal password.
Confirm New Password	Enter the personal password again for confirmation.
Name	Make sure your name is spelled correctly.
E-mail	If your e-mail address reads need@mail , replace it with your correct work e-mail address.

NOTE: The password will not expire. You may change your password at anytime.

If you forget your password, User ID or get locked out of the system, contact Terry or Tammy (see page 3).

Once you have completed the above required fields or if you made changes, click on **Save Changes** to save your information.

Manage Your Locations Screen

AERIN KENTUCKY ADULT EDUCATION
Adult Education Reporting Information Network

[Search Student](#) [New Student](#) [Search Staff](#) [New Staff](#) [Reports](#) [Logout](#) [?](#)

My Locations

LocationID	Location Name	Location Type Code	Detail
08400	Owen Co Adult Ed		Edit Details

1

Login User: fbramb1 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click on **Manage Your Locations** to access this screen.

Once you have clicked **Manage Your Locations** and this screen appears, you will see the following: your **Location ID**, your **Location Name** and **Detail**. Click on **Edit Detail** to access the Location Information screen.

Location Information Screen

AERIN ADULT EDUCATION REPORTING INFORMATION NETWORK

[Search Student](#) [New Student](#) [Search Staff](#) [New Staff](#) [Reports](#) [Administrator](#) [Logout](#) [?](#)

Location - Site Edit

Location: C9999Central Office

Location **Site** **Contact**

Address: 1024 Capital Center Dr Ste 250
City: Frankfort
State: KY Kentucky Zip: 40601 - 8204
Phone: 502 - 573 - 5114 Ext:
Mail to Address: 1024 Capital Center Dr Ste 250
City: Frankfort
State: KY Kentucky Zip: 40601 - 8204
Fax: 502 - 573 - 5436
County: 037 FRANKLIN
Location Name: Central Office
Status Comments: Location information last updated 8/8/05 by Ginny Sullivan.
Save

Login User: tpowers with Global Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click **Save** to save your changes.

The **Location** information should only be completed once per contractor county.

Address	Enter your work address.
City	Enter your work city.
State	Use the Drop Down Arrow to select your State .
Zip	Enter the zip code.
Phone	Enter your work phone number.
Location Name	Enter the name of your program.
Mail to Address	Enter the mailing address of the main learning center or site.
City	Enter the city of the main learning center or site.
State	Enter the state of the main learning center or site.
Zip	Enter the zip code of the main learning center or site.
Fax	Enter your work fax number.
County	Use the Drop Down Arrow to select your county.

After completing the above required fields or if you made changes, click on **Save** to save your information.

Satellite Site Screen

Location - Site Edit

Location: C9999Central Office

Location Site Contact

SiteId Site Name Description Location

SiteId	Site Name	Description	Location	Action
01	Library	GED	C9999	Edit
02	Quebecor		C9999	Edit
04	Firehouse	nightclass	C9999	Edit
05	corrections		C9999	Edit
06	Ballfield		C9999	Edit
10	Corrections		C9999	Edit
25	Wilmore		C9999	Edit
27	learning center	adult learning center-main	C9999	Edit
ms	Bath Middle School	Family Literacy	C9999	Edit
SL	Salt Lick	Family Literacy	C9999	Edit

Login User: tpowers with Global Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click **ADD** to add/save your information.

Click on the **Site** tab from the Manage Your Locations screen to access this screen.

This is an optional screen. This screen allows you to add satellite sites to your **Location**. The **Site ID** can be any combination of numeric or alpha characters. If you use a **Satellite ID**, you have the ability to enroll students using the satellite sites. You will also have the ability to run reports by each satellite site.

Site ID	Enter the ID of your choice (alpha or numeric characters allowed).
Site Name	Enter the name of the satellite site.
Description	Enter a brief description of the satellite site.
Location	This is the location code assigned to your county.

After completing the above required fields or if you made changes, click on **Add** to add/save the new satellite site information.

To edit an existing satellite site, click on **Edit** to open the details, make the necessary changes, and then click on **Update** to save your changes.

Contact Screen

Location: C9999Central Office

County: FRANKLIN Program: Address: Email: Phone: Fax:

Add New * means required fields.

Contact Name	County	Program	Address	Email	Phone	Fax	Edit	Delete
B.J. Helton	FRANKLIN	Central Office	1024 Capital Center Drive, Suite 250, Frankfort Ky 40601	bj.helton@ky.gov	502-573-5114 ext 102	502-573-5436	Edit	Delete
Billy Crabtree	FRANKLIN	Central Office	Bowling Green Tech Coll, 1845 Loop Drive, Bldg B, RM 101, Bowling Green,	billy.crabtree@kctcs.edu	270-901-1024	270-901-1148	Edit	Delete

Click on the **Contact** tab from the Manage Your Locations screen to access this screen.

This is a very important screen to keep updated. This is where other counties and Frankfort staff can go to get in touch with you about students enrolled in your program.

- County Use the **Drop Down Arrow** to select your **County**.
- Program Enter the name of your program.
- Contact Name Enter the name of the AErin/data contact person for your program. This needs to be a staff person that other programs can contact about clients enrolled in your program.
- Address Enter the address of the contact person.
- E-mail Enter the e-mail of the contact person.
- Phone Enter the phone number of the contact person.
- Fax Enter the fax number of the contact person.

After completing the above required fields or if you made changes, click on **Add** to add/save the new contact information.

To delete an existing contact, click on **Delete**, you will be asked to click on **Delete** again to confirm deletion of the contact. To edit an existing contact, click on **Edit** to open the details, make the necessary changes, and then click on **Update** to save your changes.

Staff General Information Screen

General Information Additional Information Locations/Programs

SSN: --

First Name:

Last Name: Mid:

E-Mail:

Race:

Job Activation Date:

Address:

City:

State: Zip:

Phone: () -

Gender:

Status:

Active:

Job Description:

[Add Additional Information ->](#)

Log In User: tpowers with Global Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click **Add Additional Information** to add/save your information and to go to the next screen.

Click on **New Staff** to access this screen.

This screen contains the basic information on local program staff – name, address, gender and race. **It must be completed prior to entering the Additional Information Screen and the Locations/Programs screen. Since the enrollment program type codes are limited to those identified in the Location/Programs screen, you must complete this screen for every staff person before you begin enrolling students.** (See the appendix for program type code definitions.)

NOTE: All Staff that are still employed will need to be made active. You will need to click the Drop Down Arrow and choose Active.

- Enter all 2005-06 personnel in the AERIN system using job titles consistent with information reported on personnel worksheets. If the staff person will not be linked to students, you need to only complete the General Information screen and the Additional Information screen.
- Report personnel changes to KYAE on a revised personnel worksheet and update AERIN within 10 days of changes. KYAE may compare invoices with personnel entered in AERIN.
- All staff must be in AERin since it will interface with the new PD track system.

If a staff person leaves your program, immediately notify Tammy or Terry (see page 3) so that the User ID may be revoked, and then change the status on the General Information tab to Inactive. All program type codes listed on the staff Locations/Programs screen will now reflect an inactive status.

If a staff person has been working in more than one program type code (example, 01 and 10), but will no longer be working in one area (code 10), you may change the staff Locations/Programs screen to add the date left and the reason to make program type 10 inactive. The staff person's

overall record is still active, they are still actively working in program type 01, and program type 10 is inactive.

SSN	Enter the Social Security Number of the staff person.												
First Name	Enter the first name of the staff person.												
Last Name	Enter the last name of the staff person.												
MI	Enter the middle initial of the staff person.												
E-Mail	Enter the work e-mail address for the staff person.												
Race	Use the Drop Down Arrow key to choose the Race of the staff person. The following options are available: <table><tr><td>1</td><td>American Indian/Alaskan Native</td></tr><tr><td>2</td><td>Black, or African American</td></tr><tr><td>3</td><td>Asian</td></tr><tr><td>4</td><td>Hispanic or Latino</td></tr><tr><td>5</td><td>White, Not of Hispanic Origin</td></tr><tr><td>6</td><td>Native Hawaiian or Pacific Islander</td></tr></table>	1	American Indian/Alaskan Native	2	Black, or African American	3	Asian	4	Hispanic or Latino	5	White, Not of Hispanic Origin	6	Native Hawaiian or Pacific Islander
1	American Indian/Alaskan Native												
2	Black, or African American												
3	Asian												
4	Hispanic or Latino												
5	White, Not of Hispanic Origin												
6	Native Hawaiian or Pacific Islander												
Job Activation Date	Enter the job activation date for the staff person.												
Address	Enter the work address for the staff person.												
City	Enter the city for the staff person.												
State	Enter the state for the staff person.												
Zip	Enter the zip code for the staff person.												
Phone	Enter the work phone number for the staff person.												
Gender	Use the Drop Down Arrow to choose the Gender for the staff person. The following options are available: Female Male												
Status	Use the Drop Down Arrow to choose the Status for the staff person. The following options are available: Active Inactive												
Job Description	Use the Drop Down Arrow to choose the description that applies. The following options are available: Program Director Instructor Instructor's Aide Clerk												

After completing the above required fields click on **Add Additional Information** to add/save your information and to go to the next screen. If you are making updates you will need to click on **Save** to save your information.

Staff Additional Information Screen

Click **Add Programs and Locations** to add/save your information and to go to the next screen.

Click on the **Additional Information** tab after entering the Staff Information screen to access this screen.

This screen contains information on local program staff – adult education status, educational level, hours a week, years in adult education, salary range, certificates and primary assignment. **It must be completed prior to entering the staff Locations/Programs screen. Since the enrollment program type codes are limited to those identified in the staff Location/Programs screen, you must complete this screen for every staff person before you begin enrolling students.** (See the appendix for program type code definitions.)

Adult Ed. Status Use the **Drop Down Arrow** key to select your **Adult Education Status**. The following options are available:

Full Time
In Kind
Less Than 50 hours per year
Part Time

Educational Level Use the **Drop Down Arrow** key to select the **Highest Educational Level** completed by the staff person. The following options are available:

Associate Degree
Bachelor Degree
Doctorate
High School Equivalency/GED
High School
Less than High School
Master Degree
Rank I

Hrs./Week	Enter the number of hours the staff person works per week.
Total Yrs in AE	Enter the number of years the staff person has in Adult Education.
Salary Range	<p>Use the Drop Down Arrow key to select the Hourly Salary Range for the staff person. The following options are available:</p> <p>Less than \$10 \$10-\$15 \$16-\$20 \$21-\$25 More than \$25</p>
Certificates	<p>Click the appropriate box if you are a certified teacher.</p> <p><input type="checkbox"/> Kentucky <input type="checkbox"/> Other</p>
Primary Assignment	<p>Use the Drop Down Arrow to choose the Primary Assignment of the staff person. The following options are available:</p> <p>ABE/GED Corrections Data Clerk Early Childhood English as a Second Language Family Literacy Mathematics Program Director Reading and Writing Technology/Distance Learning Workforce Education</p>

NOTE: Primary assignments will be tracked through professional development activities.

After completing the above required fields click on **Add Programs & Locations** to add/save your information and to go to the next screen. If you are making updates you will need to click on **Save** to save your information.

Staff Locations/Programs Screen

Search Student New Student Search Staff New Staff Reports Administrator Logout ?

Staff Location & Program Information

SSN: 444-44-4444 Name: Powers Tammy

General Information Additional Information **Locations/Programs**

Location: A0400 - WKEC-Ballard County Programs: 00 ADMIN ONLY

Action: Add

Location	Program	Date Left	Reason	Status	Fiscal Year

Login User: tpowers with Global Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click **Add** each time you select a new program type.

Click on the staff **Locations/Programs** tab to access this screen.

This is a very important screen. In order to enroll students, this screen must be completed for each staff person who will be working with students. YOU MUST LIST EVERY PROGRAM TYPE THAT APPLIES FOR EACH STAFF MEMBER. Code 00 is for Admin only. This is for personnel who are required to be in the system but are not tied to students. Example: Data entry clerks or some directors.

Once you assign a staff member to the appropriate **Program Type** and click on **Add**, it drops the information to the bottom of the screen with a status of A (Active). On this screen you will see **Location, Program, Date Left, Reason, Status, Fiscal Year, Edit, and Delete.**

If you are enrolling a student and the staff person's name is not in the drop down list for the staff person, return to this screen. If the **Program Type** is not listed, **Add** it.

Location This is the location code that has been assigned to your program.

Programs Use the **Drop Down Arrow** key to select the **Program Type** that you need. You will have to repeat this process for every code. *Example:* If you are assigned to students in program types 01, 11, 15 and 08, choose **01** and click **Add**. Continue to do the same for codes **11**, **15** and **08**. **Remember to click Add** each time you have chosen the code you need. The following codes are available for you:

- 00 Administrative Only
- 01 Adult Education or English as a Second Language (AE or ESL)
- 07 Adult Education or English as a Second Language at the Workplace (AE or ESL)
- 09 Work-based Skills or ESL
- 10 Corrections Education Funding
- 11 Family Literacy
- 13 AE/ESL Carry-Over Achievements
- 14 Workforce Project Learner or ESL
- 15 Educational Assessments; Official Practice Test (OPT)

18	Workforce Alliance
19	English Literacy/Civics Education
23	Job Corps
25	Workforce Assessment
26	Corrections Education Project Learner or ESL
27	Computer Literacy Skills
28	Corrections Carry-Over Achievements
29	Family Literacy Carry-Over Achievements

If a staff person is no longer working in a program type code area, you may move a staff person to Inactive status for a particular program code. Click on **Edit**, enter the date they moved to inactive status (**Date Left**) for that program code and the **Reason for Leaving**, and then click on **Update** to save the changes. The staff person's status is now Inactive (I) for that program type code.

If a staff person is Inactive for a program type code and needs to be reverted to Active status, click on **Edit** beside the **Inactive Program Type** code, and then click on **Update**.

NOTE: The Program Type Codes on the Staff Locations/Programs screen are sorted by status. When you change the status from active to inactive, the inactive program type code drops to the bottom of the list.

Date Left	Enter the date the staff person left the program or is no longer teaching that program type.
Reason for Leaving	Enter the reason the staff person left the program or is no longer teaching that program type. The following options are available: Full Time Teaching Job Health Higher Paying Job Other Personal

Student Search Screen

AERIN KENTUCKY ADULT EDUCATION

[Search Student](#) [New Student](#) [Search Staff](#) [New Staff](#) [Reports](#) [Administrator](#) [Logout](#) [?](#)

Student Search

SSN - - Last Name First Name

City Zip Code Phone - -

Location

Search returned 1 record(s).

SSN	Last Name	First Name	ZipCode	City	Edit
c99-99-2222	Tackett	Terry	40601	Frankfort	Detailed Info

Login User: tpowers with Global Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

You may perform a search by using any of the fields listed on the above screen. Once you have entered the text in the field, click on **Search**. If you leave the **Location** code blank, you will be searching the statewide database.

After completing a **Search** and if your student is in the system, the student's name and basic information will be displayed at the bottom of the screen.

Click on **Detailed Info** to display the student's General Information.

New Student Screen

After typing in a SSN, click on the **Check** button in order to see if that person is already in the system.

The screenshot shows the 'Add New Student' form in the AERIN system. The form is titled 'Add New Student' and has a blue header. The SSN field is highlighted with a red asterisk and a 'Check' button next to it. The form includes various fields for student information, with red asterisks indicating required fields. The 'Check' button is circled in red, and an arrow points to it from the text on the left. The form also includes a 'Comments' section and 'Save' and 'Cancel' buttons at the bottom.

This screen first serves as the **New Student** screen and then becomes the **General Information** screen after clicking the **Save** button. It is used to enter general information about a student -- name, address, phone number, gender, last grade completed, and certain demographic information. This screen is also used to check the enrollment status of a student or to reopen a student's record (if the student is separated and then re-enrolled in the program).

When you are enrolling a student for the first time, enter the Social Security Number in the appropriate field and then click on the **Check Button**. The **Check Button** searches AERIN to see if the student's information is already in the system. If you receive a pop-up message that indicates that the student is in the system, return to the **Search Student** screen to find the student and update the necessary information. If the student is not in the system you will see a message appear at the top of the screen: Operation Status --Student SSN check is okay, you can continue. NOTE: There must be only one record per Social Security Number; every Social Security Number must be unique.

If the student is not in the system, enter information into the required fields and click **Save**. You will now have the following tabs available for use with this student: **General Information, Test Results, Enrollment, Goals, Family Goals/Hrs, Child/Family, Child Goals, and Separation**.

NOTE: If you are unable to get a student's Social Security Number, you may generate a pseudo one using your Location Code and four additional digits. For example, the first pseudo SSN for Location code C9999, would be C99-99-0001, the second pseudo SSN would be C99-99-0002, and so on.

All required fields will have a red asterisk * located next to them.

Student SSN

Enter the student's Social Security Number.

Last Name	Enter the student's last name.
First Name	Enter the student's first name.
MI	Enter the student's middle initial.
Date of Birth	Use the Drop Down Arrows to select the Month, Date and Year .
Address, City State, Zip+4	Enter the street address, city, state, zip code, and 4-digit zip code extension for the student. The 4-digit zip code extension is optional.
Phone 1	Enter the student's phone number (optional).
Phone 2	Enter the student's second phone number (optional).
High School Diploma/GED	High School Diploma/GED <input type="checkbox"/> Yes <input type="checkbox"/> No
Last Grade Completed	Enter the last grade the student completed.
Years out of School	Enter the number of years the student has been out of school.
Gender	Use the Drop Down Arrow to enter the Student's Gender Code . The following options are available: Male Female
Race	Use the Drop Down Arrow to enter the Student's Race . The following options are available: 1 American Indian/Alaskan Native 2 Black or African American 3 Asian 4 Hispanic or Latino 5 White, Not of Hispanic Origin 6 Native Hawaiian or Pacific Islander
Currently Receiving	Check all that apply. The following options are available: Unemployment insurance Disability SSI Temp Assistance/Families TANF Pub Assistance/Non TANF
Other Client Information	Check all that apply. The following options are available: Homeless U.S. Citizen

Veteran
Immigrant

Employment Status

Use the **Drop Down Arrow** to enter the **Student's Employment Status**. The following options are available:

C Correctional Facility
E Employed Full/Part Time
N Not In Labor Force
U Unemployed

Living Area

Enter resident status information. The Federal government defines "rural resident" as a person who resides in a place with population less than 2,500 and outside an urbanized area. An "urban resident" is defined as a person who resides in a place with a population of 50,000 or more in a city and adjacent areas of high density. Check one of the following options:

☐ Rural ☐ Urban

Location

Use the **Drop Down Arrow** to select your **Location Code**. This field will contain the location code for the program that first entered the student's general information into the system. Once the record has been saved, the location field will be locked and cannot be changed.

Comments

For your use only.

After completing the above required fields or if you made changes, click on **Save** to save your information.

Student General Information Screen

Once you click on save, add or update you will get a message letting you know your transaction was complete or you have made a mistake.

Search Student New Student Search Staff New Staff Reports Administrator Logout

Student General Information

SSN: c99-99-3333 Name: Nine, August Status: SEPARATED Entry Date: 08/09/2005

General Info Test Results Enrollment Goals Family Goals/Hrs Child/Family Child Goals Separation

SSN * Last Name * First Name * MI Mon. Date Year ☐ Change Status ☐ Open Student

Address * City * State * Zip Code *

Main Street Frankfort Kentucky 40601 8204

Phone 1 502-227-1111 Phone 2 502-555-1111 Gender * FEMALE

High School Diploma/GED * Last Grade Completed 10 Race * 2-BLACK, OR AFRICAN AME

Years Out of School 23

Currently Receiving Other Client Information Employment Status *

☒ Unemployment Insurance ☐ Homeless U-UNEMPLOYED

☐ Disability SSI ☒ US Citizen Living Area *

☒ Temp Asst/Families TANF ☐ Veteran Rural Location

☐ Pub Asst/Non TANF ☐ Immigrant Urban

Comments: Test record entered 8/9/05 by GS

Last Updated by: gsulliva on 08/09/2005

* means required field.

Login User: tpowers with Global Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click in the box beside **Open Student** to open a student back up that has been separated.

Located across the top row, above the screen tabs, you will see a status line containing **SSN**, **Name**, **Status** and **Entry Date**. If a student has been enrolled, the status field will show **ENROLLED**; if a student has general information entered but the student has not been enrolled, the status field will show **GENERAL**; and if a student has been separated, the status will show **SEPARATED**.

Open

This field is used to re-open a student's record. **If a student has been separated from your program and then re-enrolls, simply click into this box and press Enter.** This changes the student's status to General, and you will be able to re-enroll the student (create a new enrollment record).

Students may be enrolled in more than one program type at a time. If you need to enroll someone who is enrolled in a different program type, you may proceed with the enrollment. If a student is already enrolled in the same program type at another county program, you will receive an error message giving you the location code of a different program. Click on **Contact Us** at the bottom of the screen to **Search** for the other location code to display the contact information of a staff person at that location. Contact the other program. Ask if they are still serving the student and request that they separate the student, so that you may enroll them.

If you have problems getting another program to separate a student, notify Terry or Tammy (see page 3) via e-mail.

Test Results Screen

Click Add New to Add/Save your information

AFRIN KENTUCKY ADULT EDUCATION
Adult Education Reporting Information Network

Search Student New Student Search Staff New Staff Reports Administrator Logout

Student Test Result

SSN: c99-99-2727 Name: Tackett,Terry Status: ENROLLED Entry Date: 07/27/2005

General Info **Test Results** Enrollment Goals Family Goals/Hrs Child/Family Child Goals Separation

Program Type * Test Type * Test Name *

Test Date * HRS Write SOC SCI READ Math Listen LANG Total Score
Mon. Date Year INSTR STUD

Add New

* means required field. Functional Level is only required for enrollment test

Current Fiscal Year Test Results

Test Type	Prog Type	Func. LVL	Test Date	HRS Instr.	WRITE	SOC STUD	SCI	READ	Math	LISTEN	LANG	Total	Edit	Delete
E	A3	11	05	07/27/2005	0.00	0.00	0.00	0.00	560.00	570.00	0.00	0.00	0.00	Edit Delete

Test Result History

Test Type	Prog Type	Func. LVL	Test Date	HRS Instr.	WRITE	SOC STUD	SCI	READ	Math	LISTEN	LANG	Total
1												

Login User: tpowers with Global Update right. Manage Your Account Manage Your Locations Contact Us

Click on the **Test Results** tab to access this screen. This screen allows you to enter enrollment, progress, other and separation test scores.

Starting FY 2006 you will be using scale scores for all tests. See Functional Levels (Appendix B) for a list of tests.

You must enter the program type code (*since students can be enrolled in more than one program type*), the test type (E=Enrollment, P=Progress, S=Separation and O=Other), the test name, the test date and applicable scores.

When enrolling with a NRS program type, the functional entry level will be automatically calculated using scale scores. If you are enrolling with a KYAE additional service program type, the functional level will be null. Progress or separation tests will determine initial enrollment level completions.

If you have enrolled a student in a NRS program type and have entered an approved assessment on this screen, the goal for that entry level will be populated in the goal screen as a set goal. Once you enter a progress test or a separation test showing that the student has completed a level, the date reached will be populated in the date reached field on the goal screen.

A student may have only one enrollment test per fiscal year.

- If the student leaves and re-enters the program, you will use the original enrollment test and enrollment functional level to record level completions.
- If the student has an enrollment test that does not show a grade level (*example: GED Practice Test from being enrolled in program type 15*) and the student wants to attend a regular ABE program (*program type 01, 11, etc.*), **you must administer a TABE first**. In order to enter the TABE score as the Enrollment Test, **call Terry or Tammy**.
- If a student separates from one location and enrolls at a different location you should use the original entry level to enroll the student in your program. If your initial assessment shows the student functioning at a higher level than the original enrollment functional level, you can demonstrate that the student is either progressing within a level or has completed a level.
- It is very important to test in all areas if GED is a goal.

Program Type Code

Use the **Drop Down Arrow** to enter the **Program Type** code. The following codes are available: (See the appendix for program type code definitions.)

- 01 Adult Education or English as a Second Language (AE or ESL)
- 07 Adult Education or English as a Second Language at the Workplace (AE or ESL)
- 09 Work-based Skills or ESL
- 10 Corrections Education Funding
- 11 Family Literacy
- 13 AE/ESL Carry-Over Achievements
- 14 Workforce Project Learner or ESL
- 15 Educational Assessments; Official Practice Test (OPT)
- 18 Workforce Alliance
- 19 English Literacy/Civics Education
- 23 Job Corps
- 25 Workforce Assessment
- 26 Corrections Education Project Learner or ESL
- 27 Computer Literacy Skills
- 28 Corrections Carry-Over Achievements
- 29 Family Literacy Carry-Over Achievements

Test Type

Use the **Drop Down Arrow** to enter the **Test Type**. The following options are available:

- E Enrollment Test
- O Other Test
- P Progressing Test
- S Separation Test

Functional Level

Use the **Drop Down Arrow** to enter the student's **Functional Level** at the time of enrollment. The following options are available: (See the appendix for more detailed functional level definitions.)

- 01 Beginning Literacy 0 - 1.9
- 02 Beginning ABE 2.0 - 3.9
- 03 Low Intermediate ABE 4.0 - 5.9
- 04 High Intermediate ABE 6.0 - 8.9
- 05 Low Adult Secondary Education 9.0 - 10.9
- 06 High Adult Secondary Education 11.0 - 11.9
- 07 ESL Beginning Literacy
- 08 ESL Beginning
- 09 ESL Low Intermediate
- 10 ESL High Intermediate
- 11 ESL Low Advanced
- 12 ESL High Advanced
- 13 GED Score from GED Program

Test Name

Enter the **Test Name** code. Use the **Drop Down Arrow** to select the **Test Name**. The following options are available:

- 01 Other
- 14 GED Actual
- 15 GED Practice
- 16 NONE
- 32 ESL Other
- 34 Workplace Other
- 36 Manufacturing Skills Standard
- 99 Confidential/Not Released
- A0-7 TABE-A
- A1-7 TABE-D

A2-7	TABE-E
A3-7	TABE-M
A4-7	TABE-L
A5-8	TABE-A
A6-8	TABE-D
A7-8	TABE-E
A8-8	TABE-M
A9-8	TABE-L
B0-9	TABE-A
B1-9	TABE-D
B2-9	TABE-E
B3-9	TABE-M
B4-9	TABE-L
B5-10	TABE-A
B6-10	TABE-D
B7-10	TABE-E
B8-10	TABE-M
B9-10	TABE-L
C0	WorkPlace TABE
C1	WorkKeys
C2	ESL ALAS
C3	ESL CASAS
C4	ESL Oral BEST
C5	ESL Literacy BEST
C6	ESL BEST Plus

NOTE: When you use test name 99, CONFIDENTIAL/NOT RELEASED, you will not be able to see those test scores on the test screen. Also, when GED scores are dropped in from Oklahoma they will not drop into those clients that have 99 marked as the test name.

Date	Enter the date the test was administered. Dates are entered in MM/DD/YYYY format. This field is mandatory. If you do not administer a test, use code 16 for the test name and enter the date you assessed the student's functional level in the test date field.
Hrs Inst	Enter the number of hours of instruction provided between the previous test and current test. This field is optional.
Write	Enter the GED writing score or the ESL writing scale score.
Social Studies	Enter the GED social studies test score.
Science	Enter the GED science test score.
Reading	Enter the GED or TABE reading scale score. Or, enter the ESL reading scale score.
Math	Enter the GED or TABE math test scale score. Or, enter the ESL fluency scale score.
Listening	Enter ESL or other listening scale scores.
Language	Enter TABE language test scale score. Or, enter the ESL communication scale score.
Total	Automatically calculates the OPT average score based on the score entries for writing, social studies, science, reading, and math.

NOTE: GED scores from the Oklahoma Scoring Service are now being loaded into AERIN. The scores are displayed as Other Test under Program Type 01, and the Functional Level will be code 13 (GED score from GED program). You will not be allowed to change or alter these scores. The scores will be downloaded every Tuesday. Do not print GED scores or provide them to students – these are not official scores.

After completing the above required fields click on **Add New** to add/save your information. If you make updates to existing records, click on **Save** to save your information.

Enrollment Screens

NRS Enrollments

- 01 - AE/ESL (Adult Education or English as a Second Language)
- 07 - AE/ESL at the Workplace
- 10 - Corrections*
- 11 - Family Literacy
- [KYAE Enrollments](#)

KYAE Additional Services

- 09 - Workbased Skills or ESL
- 13 - AE/ESL Carry-Over Achievements*
- 14 - Workforce Project Learner
- 15 - Educational Assessments
- 18 - Workforce Alliance*
- 19 - English Literacy/Civics Education
- 23 - Job Corps
- 25 - Workforce Assessments
- 26 - Corrections Education Project Learner or ESL*
- 27 - Computer Literacy Skills
- 28 - Corrections Carry-Over Achievements*
- 29 - Family Literacy Carry-Over Achievements*
- [KYAE Services](#)

*Program activities that DO NOT count toward county performance incentive funding.

Click on the **Enrollment** tab to access the above screen. Select either **KYAE Enrollments** (NRS Enrollments) or **KYAE Services** (KYAE Additional Services).

If you select **NRS Enrollments**, you will be able to enroll a student in program type 01, 07, 10 or 11. If you select **KYAE Additional Services**, you will be able to enroll a student in program types 09, 13, 14, 15, 18, 19, 23, 25, 26, 27, 28 or 29.

NOTE: NRS Enrollments require both entry and completing levels. (See Appendix C for a complete list of goals.)

AERIN
Adult Education Reporting Information Network

[Search Student](#) [New Student](#) [Search Staff](#) [New Staff](#) [Reports](#) [Administrator](#) [Logout](#) [?](#)

Student Enrollment

SSN: c99-99-2727 Name: Tackett, Terry Status: ENROLLED Entry Date: 07/27/2005

[General Info](#) [Test Results](#) [Enrollment](#) [Goals](#) [Family Goals/Hrs](#) [Child/Family](#) [Child Goals](#) [Separation](#)

Location * Mon. Date Year

Satellite Site Enrollment Date *

Program Type * Staff Member *

Class Location *

Comments

Company * Company is only required for program type 09, 14, and 25

[Add New](#)

Current Fiscal Year Enrollment:

Location ID	Site ID	Program Type	Class Location	Enroll Date	Staff	Attendance	Edit/Delete
C9999	15	04	08/02/2005	Teacher, Test	Attendance	Edit/Delete	
C9999	11	04	07/27/2005	Test, Terry	Attendance	Edit/Delete	

Enrollment History

Location ID	Site ID	Program Type	Class Location	Enroll Date	Staff
1					

Login User: tpowers with Global Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click either on **KYAE Enrollments** or on **KYAE Services** to access this screen.

This screen contains student enrollment information -- satellite site, program type, location of class, enrollment date, assigned staff person, company information and attendance hours.

Location
Satellite Site

The KYAE assigned **Location** code and the **Location** name displays. This is not a required field. This drop down will only show sites that you entered on the **Manage Your Location** screen.

Program Type

Use the **Drop Down Arrow** to select the **Program Type** in which the student is to be enrolled. (See the appendix for program type code definitions.) **According to which type of Enrollment you are working with will determine which list of the following program types you will see.**

- 01 Adult Education or English as a Second Language (AE or ESL)
- 07 Adult Education or English as a Second Language at the Workplace (AE or ESL)
- 09 Work-based Skills or ESL
- 10 Corrections Education Funding
- 11 Family Literacy
- 13 AE/ESL Carry-Over Achievements
- 14 Workforce Project Learner or ESL
- 15 Educational Assessments; Official Practice Test (OPT)
- 18 Workforce Alliance
- 19 English Literacy/Civics Education
- 23 Job Corps
- 25 Workforce Assessment
- 26 Corrections Education Project Learner or ESL
- 27 Computer Literacy Skills
- 28 Corrections Carry-Over Achievements
- 29 Family Literacy Carry-Over Achievements

Class Location

Use the **Drop Down Arrow** to enter the student's **Class Location**. The following options are available:

- 01 Local Education Agencies
- 02 Community College/Technical College
- 03 4-Year College
- 04 Learning Center
- 05 Correction Institution
- 06 Institutions for the Disabled
- 07 Work Site
- 08 Library
- 09 Community-Based Organization
- 10 Home or Homebound
- 11 Other
- 12 Public/Private Non-Profit

Enrollment Date

Use the **Drop Down Arrows** to select the **Month**, **Date** and **Year** that the student was enrolled.

Staff Member

Use the **Drop Down Arrow** to select the **Staff Member** to whom this student is assigned. NOTE: The only names that appear in the drop down menu are the staff whose **Staff Locations/Programs** screens contain the **Program Type** in which you are enrolling the student. If the staff person's name is not in the drop down list, return to the **Staff Location/Programs** screen. If the **Program Type** was omitted from the staff person's record, **Add** it. If the status is Inactive, **Add** it back into the list.

Comments

This is for your use only.

Company

This field is required only if you are enrolling students in workplace programs (program types 07, 09, 14, 18, and 25).

Attendance

If you are enrolling a student in one of the NRS program type (01, 07, 10 or 11) you will need to do the following: Click on **Attendance** located down on the line with current fiscal year enrollment to enter your daily attendance hours. This will populate your total hours on the separation screen. If you are enrolling a student in one of the additional service program types (09, 13, 14, 15, 18, 19, 23, 25, 26, 27, 28, or 29) you will enter the hours of instruction on the separation screen when separating.

Aerin: Student Attendance

SSN c99991111
Student Name terry Tackett

Calendar: August 2005

Date: 8/22/2005 Time: 4 Total Time: 4.00

Save

Return

Click on Save to save your information.

Click on Return to return to the enrollment screen.

Attendance Date	Total
2005-08-22	4.00

Attendance

Click onto the **Date** on the calendar for which you are recording **Attendance Hours**. Enter the number of **Hours** in the time field, then click **Save**. Once you have saved the information, you may click **Return** to return to the enrollment screen.

After completing the above required fields, click on **Add New** to add/save your information. If you make updates to existing records, click on **Save** to save your information.

Goals Screen

Click on **Add New** to add/save your information.

Click on the **Goals** tab to access the above screen.

If you have enrolled a student in a NRS program type and have entered an approved assessment on the test result screen, the goal for that entry level will be populated in the goal screen as a set goal. Once you enter a progress test or a separation test showing that the student has completed a level, the date reached will be populated in the date reached field on the goal screen.

This screen is used to set or update a student's **Goals**. To set **Goals**, use the **Drop Down Arrows** to select the **Enrollment**, the **Goal** to be set and the **Date** the goal is set in the **Set Date** field. Click on **Save** to save the changes to that field.

After a goal has been reached and documentation has been placed in the student's folder, click on **Edit** beside the **Goal** in the **Current Fiscal Year Goals** box. This brings the goal to the top section. Use the **Drop Down Arrows** to select the **Date** the goal was reached in the **Date Reached** field and click **Save**.

Enrollment Use the **Drop Down Arrow** to select the **Enrollment** for which you are setting the goals. If a student is enrolled in more than one program type, you will have more than one enrollment option from which to choose.

Goals Use the **Drop Down Arrow** to select the student's **Goal**. The following options are available:

- 01 Earn a GED
- 04 Enter Post-Secondary Education/Training
- 05 Enter Military
- 06 Gain Employment
- 07 Enter Other Training (non post-secondary)
- 10 Obtain Silver KEC
- 11 Obtain Gold KEC
- 12 Pass KY Paraeducator Assessment
- 13 Obtain KMSS Certificate
- 19 Register to Vote or Voted
- 24 Receive US Citizenship
- 26 Be Removed from Public Assistance
- 27 Obtain Job Advancement
- 28 Job Retention
- 30 Complete Beginning Literacy (0-1.9)
- 31 Complete Beginning ABE (2.0-3.9)
- 32 Complete Low Intermediate ABE (4.0-5.9)

- 33 Complete High Intermediate ABE (6.0-8.9)
- 34 Complete Low Advanced ABE (9.0-10.9)
- 35 Complete High Adult Secondary (11.0-11.9)
- 38 Master Workplace Essential Skills Instruction
- 40 Other
- 41 Complete ESL Beginning Literacy
- 42 Complete ESL Beginning
- 43 Complete ESL Low Intermediate
- 44 Complete ESL High Intermediate
- 45 Complete ESL Low Advanced
- 46 Complete ESL High Advanced
- 96 Literacy Link KET
- 97 WIN KYVAE
- 98 PLATO KYVAE

Set Date Use the **Drop Down Arrow** to select the month, day and year that the goal is set for this student.

Date Reached Use the **Drop Down Arrows** to select the month, day and year that the goal is reached for this student.

After completing the above required fields click **Add New** to add/save your information. If you have made updates to existing records, click on **Save** to save your information.

Family Goals/Hrs Screen

Click on **Add New** to add/save your information.

Click on the **Family Goals/Hrs** tab to access the above screen.

This screen is used to record Family Literacy goals also Parenting, Pact and Unfacilitated Pact hours. **These hours should be recorded on a monthly basis.**

- | | |
|---------------------|--|
| Enrollment | Use the Drop Down Arrow to select the Enrollment for which you are setting the goals. If a student is enrolled in more than one program type, you will have more than one enrollment option from which to choose. |
| Goals | Use the Drop Down Arrow to select the student's Goal . The following options are available: |
| | 61 Parent Support of Child's Education (4.1)
70 Parent Child Interactive Literacy Activities (4.2) |
| Date Reached | Use the Drop Down Arrows to select the Month, Day and Year that the goal is reached for this student. |
| Add New | Click on Add New to save your data. |
| Parent Hours | Click on Parenting Hours to access the screen to enter your monthly hours. Refer to the Family Literacy Performance Indicators (4.1). |
| Pact Hours | Click on Pact Hours to access the screen to enter your monthly hours. Facilitated – Family Literacy staff is facilitating or assisting parents and their children to participate together in literacy related activities. |
| Unfacilitated Hours | Click on Unfacilitated Hours to access the screen to enter your monthly hours. Unfacilitated – Parents and children participate together in literacy activities without direct assistance (independently) of Family Literacy staff. |

After completing the above required fields click on **Add New** to add/save your information. If you have made updates to existing records, click on **Save** to save your information.

Parenting Hours

Adult Education Reporting Information Network

Search Student New Student Search Staff New Staff Reports Administrator Logout

General Info Test Results Enrollment Goals Family Goals Child/Family Child Goals Separation

Student Family Literacy Hours

SSN: c99-99-2727 Name: Tackett,Terry Status: ENROLLED Entry Date: 07/27/2005

Parenting Hours

July	<input type="text"/>	January	<input type="text"/>
August	<input type="text"/>	February	<input type="text"/>
September	<input type="text"/>	March	<input type="text"/>
October	<input type="text"/>	April	<input type="text"/>
November	<input type="text"/>	May	<input type="text"/>
December	<input type="text"/>	June	<input type="text"/>

Cancel Submit

Parent Hours

Type your hours in the **field** beside the month you need. Once finished click on submit to save your information.

Pact Hours

Adult Education Reporting Information Network

Search Student New Student Search Staff New Staff Reports Administrator Logout

General Info Test Results Enrollment Goals Family Goals Child/Family Child Goals Separation

Student Family Literacy Hours

SSN: c99-99-2727 Name: Tackett,Terry Status: ENROLLED Entry Date: 07/27/2005

Pact Hours

July	<input type="text"/>	January	<input type="text"/>
August	<input type="text"/>	February	<input type="text"/>
September	<input type="text"/>	March	<input type="text"/>
October	<input type="text"/>	April	<input type="text"/>
November	<input type="text"/>	May	<input type="text"/>
December	<input type="text"/>	June	<input type="text"/>

Cancel Submit

Pact Hours

Type your hours in the **field** beside the month you need. Once finished click on submit to save your information.

Unfacilitated Pact Hours

Adult Education Reporting Information Network

Search Student New Student Search Staff New Staff Reports Administrator Logout

General Info Test Results Enrollment Goals Family Goals Child/Family Child Goals Separation

Student Family Literacy Hours

SSN: c99-99-2727 Name: Tackett,Terry Status: ENROLLED Entry Date: 07/27/2005

Unfacilitated Pact Hours

July	<input type="text"/>	January	<input type="text"/>
August	<input type="text"/>	February	<input type="text"/>
September	<input type="text"/>	March	<input type="text"/>
October	<input type="text"/>	April	<input type="text"/>
November	<input type="text"/>	May	<input type="text"/>
December	<input type="text"/>	June	<input type="text"/>

Cancel Submit

Unfacilitated Pact Hours

Type your hours in the **field** beside the month you need. Once finished click on submit to save your information.

Child Family Screen

Click **Add New** to add/save your information.

Click **Contacts** to keep a log of the contacts that are made with the child's teacher or counselor.

Click on the **Child/Family** tab to access the above screen.

This screen is used to enroll the children of parents who enrolled in Family Literacy programs.

Childs SSN	Enter the child's social security number.
Last Name	Enter the child's last name.
First Name	Enter the child's first name.
DOB	Use the Drop Down Arrow to enter the child's date of birth.
Child Group	Use the Drop Down Arrow to choose the child's group. The following options are available:
	E Pre-School Early Childhood
	I Infant Toddler
	P Primary- K-3 rd grade
	S Secondary 4 th -12 th grade

After completing the above required fields click on **Add New** to add/save your information. If you have made updates to existing records, click on **Save** to save your information.

Children List/ To Client/Transfer	These three fields are used only if you need to transfer all of a child's information to another student (family member). Select the child from the Children List enter the Social Security Number of the student to whom you are transferring the child, and then click on Transfer .
Other Family Member's	If you have more than one enrolled student, who needs to be connected to a child, use this section. Enter the New Family Member's Social Security Number and click on Add . This will allow more than one adult to be tied to a child.
Contacts	This is a new Family Literacy Indicator. You will need to have at least 2 contacts with the child's teacher or counselor. You will need to click on Contacts to go to the screen to record your information.

Child Contact Screen

Aerin: Student-Child Contacts

SSN
Child Name David Tackett

Calendar: August 2005

Date: 8/1/2005

Face to Face

Save

Return

Click on **Save** to add/save your information.

Click on **Return** to return to the Child Family Screen.

ContactDate	ContactType
2005-08-01	Face to Face

Click on **Contacts** on the **Child Family Screen** to access the above screen.

This screen is used to keep record of contacts between the family literacy teacher and the child's teacher or counselor.

Date Click on the **Day** on the calendar to record the day of the contact.

Contact Type Use the **Drop Down Arrow** to choose the contact type. The following options are available:

Face to face
E-mail
Phone

After completing the above required fields click on **Save** to save your information. Once you have saved your information click on **Return** to return to the Child Family Screen.

Child Goals Screen

Click on **Add New** to add/save your information.

Click on the **Child Goals** tab to access this screen.

The screen is used to enter **Goals** for children of enrolled Family Literacy students.

To set **Goals**, use the **Drop Down Arrows** to select the child's name and the **Goal** to be set, and then click on **Add New**.

Children List

Use the **Drop Down Arrow** to select the child's name.

Goals

Use the **Drop Down Arrow** to choose the appropriate goal. The following options are available:

- 81 Infant Toddler Demonstrate Progress in Development Areas (3.1)
- 82 Pre-School Demonstrate Progress in following Developmental Areas
- 87 (K-3) Demonstrate Progress in Reading Readiness and Math
- 88 (K-3) Will Maintain 95% Attendance (3.2)
- 91 (4th-12th) Demonstrate Progress in Content Areas (3.2b)
- 92 (4th-12th) Will Maintain 93% Attendance (3.2)

Date Reached

Use the **Drop Down Arrows** to enter the date the goal is reached.

After a goal has been reached, click on **Edit** beside the **Goal** in the **Current Fiscal Year Goals** box. This brings the goal to the top section. Use the **Drop Down Arrows** to select the date the goal was reached in the **Date Reached** field and click on **Save**.

After completing the above required fields, click on **Add New** to add/save your information. If you have made updates to existing records, click on **Save** to save your information.

Separation Screen

Click on **Separate** to separate your student.

Click on the **Separation** tab to access this screen.

NOTE: The Separation screen cannot be completed until you enter the Separation Test Scores on the Test Results Screen.

Enrollment Use the **Drop Down Arrow** to choose the correct **Enrollment** that you are separating.

Separation Data Use the **Drop Down Arrow** key to enter the overall progress the student achieved at **Separation**. The following options are available:

- 01 Completed Level Enrolled or Reached Goal and Left
- 02 Progressing in Enrollment Level
- 03 Progressed Beyond Enrollment Level
- 04 Separated Before Completing Level or Reaching Goal

NOTE: Use code 01 or 04 for students who have exited the program and are not returning, to the best of your knowledge. Use code 02 or 03 for students who will be returning next program year (carry-over students).

Functional Exit Level Use the **Drop Down Arrow** to enter the student's **Functional Exit Level**. The following options are available:

- 01 Beginning Literacy 0 - 1.9
- 02 Beginning ABE 2.0 - 3.9
- 03 Low Intermediate ABE 4.0 - 5.9
- 04 High Intermediate ABE 6.0 - 8.9
- 05 Low Adult Secondary Education 9.0 - 10.9
- 06 High Adult Secondary Education 11.0 - 11.9
- 07 ESL Beginning Literacy
- 08 ESL Beginning
- 09 ESL Low Intermediate
- 10 ESL High Intermediate
- 11 ESL Low Advanced
- 12 ESL High Advanced
- 13 GED Score from GED Program

Exit Date

Use the **Drop Down Arrows** to enter in the separation date.

Program Exit Reason

Use the **Drop Down Arrow** to enter the main reason the student exited the program. The following options are available:

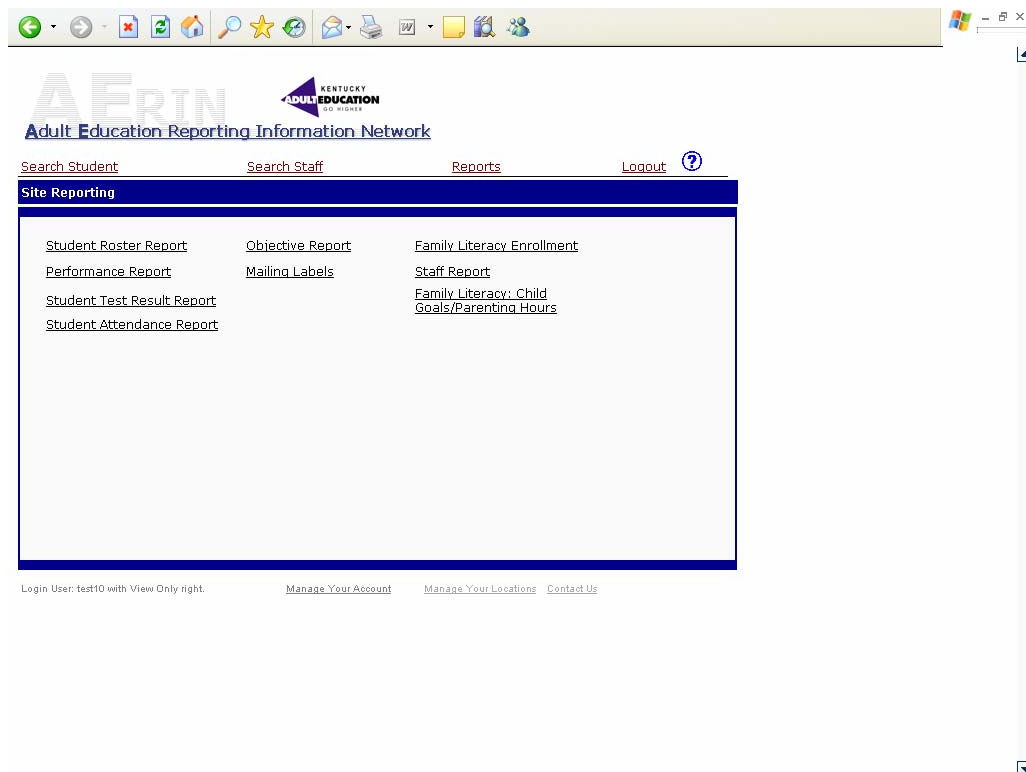
- 01 Lack of Interest
- 02 Entered Employment
- 03 Child Care
- 04 Illness/Incapacity
- 05 Family Problems
- 06 Transportation Problems
- 07 Location of Class
- 08 Changed Address/Moved
- 09 Time of Class/Program
- 10 Other Known Reason
- 11 Cannot Locate or Contact
- 12 Completed Objective
- 13 End of Fiscal Year

Attendance Hours

Clients that are enrolled in the NRS program types 01, 07, 10 and 11) their attendance hours will automatically be populated here from the enrollment screen. For clients that are enrolled in KYAE additional service program types (09, 13, 14, 15, 18, 19, 23, 25, 26, 27, 28 and 29) you will have to enter the total number of student hours here. Count all hours in the learning center as well as virtual usage hours to get the total hours.

After completing the above required fields, click on **Separate** to separate your client. If you have made updates to existing records, click on **Save** to save your information.

Reports Screen



Click on the **Reports** tab to access the above screen.

This screen is used to select the type of report you want for your site.

Student Roster Report	Will show students enrolled and separated.
Performance Report	Will show your current performance.
Student Test Result Report	Will show all testing information.
Student Attendance Report	Will show total student attendance hours.
Objective Report	Will show all or any objective information.
Mailing Labels	Will allow you to generate labels.
Family Literacy Enrollment	Will show your family literacy enrollment.
Staff Report	Will show active or all staff listing.
Family Literacy Child Goals/Parenting Hours	Will show a list of your children and their goals. Also will show your running total of Parenting Hours.

Student Roster Report Parameter Screen

The screenshot shows the 'Student Roster Report Parameter' screen. At the top, there is a navigation bar with links: Search Student, New Student, Search Staff, New Staff, Reports, Administrator, Logout, and a help icon. Below this is a blue header bar with the text 'Student Roster Report Parameter'. The main area contains several dropdown menus and checkboxes. The dropdowns are for Location (set to 'All'), Satellite Site (set to 'All'), Program Type (set to 'All'), Functional Entry Level (empty), Staff Member (set to 'All'), and Fiscal Year (set to '2005'). To the right of these are two checkboxes: 'Include Hours' and 'Include only those with 12 or more hours', both of which are unchecked. At the bottom of the form are two buttons: 'Run Report' and 'Clear'. Below the form, there is a small text line: 'Login User: tpowers with Global Update right.' followed by links: 'Manage Your Account', 'Manage Your Locations', and 'Contact Us'.

Click on the **Reports** tab and then the **Student Roster Report** to access the above report.

You can select any combination to generate a **Student Roster Report** by using the **Drop Down Arrow** or by clicking into the **appropriate box**. Once you have selected the criteria you would like to run your **Student Roster Report**, click on **Run Report**.

Location	Use the Drop Down Arrow to choose a Location code. According to your level of security, access will depend on what location codes appear.
Satellite Site	Use the Drop Down Arrow to choose the Satellite Site . This will only list those that were entered previously under the Location Information screen. Satellite Sites are optional.
Program Type	Use the Drop Down Arrow to choose the Program Type , or leave as All to Run Report by all program types.
Functional Entry Level	Use the Drop Down Arrow to choose the functional entry level, or leave as All to Run Report by all functional entry levels.
Staff Member	Use the Drop Down Arrow to select a Staff Member , or leave as All to run a report of all staff members.
Fiscal Year	Use the Drop Down Arrow to select the Fiscal Year .
Include Hours	Check this box to display student total attendance hours .
Include only those with 12 or more hours	Check this box to display those students with 12 or more total attendance hours .

Student Roster Report

Student Enrollment Roster For Fiscal Year 2006 8/22/2005

Site Name: C9999 Central Office

Site	STA	TYP	LAST NAME	FIRST NAME	MI	GENDER	RACE	LAS GRA	YRS OUT	ENTRY LEVEL	STAFF_NAME
E 11			Sommersby	Eliza	K	F	5	10	50	03	Terry Test
E 01			Tackett	terry		F	1			01	TestTeacher
E 15			Tackett	terry		F	1			01	TestTeacher
E 01			Walters	David		M	5	11	22	02	TestTeacher
Library			Tester	Test		F	5	11	22	01	TestTeacher

Total Students: 4 Total Enrollments: 5

Student Count in this Report: 4

Enroll Count in this Report: 5

This report will show **All** selected. The **Student Count in this Report** located at the bottom of your report is a non-duplicate count. The **Enrollment Count in this Report** counts all enrollment types for that student. Example above: Terry Tackett is enrolled in 11 and 15. In the student count he is counted once, but in the enrollment count he is counted twice.

Located at the top of the screen are the following radio buttons:

Show/Hide Group
Tree (1st one)

Allows you to search large reports.

Export (envelope
with arrow)

Allows you to export your reports into different files, Word, Excel, etc. Once you export to excel you can then sort your report by different criteria. Example: If you want to see all those still enrolled, you can sort by status. E-is for enrolled, S-is for Separated.

Print (printer)

Prints your document.

First Page (arrow pointing
to the left with line behind it)

Takes you to the first page of your report.

Previous Page
(arrow pointing to the left)

Takes you to the previous page.

Next Page (arrow pointing
to the right)

Takes you to the next page.

Last Page (arrow pointing to
the right with a line in
front of it)

Takes you to the last page.

Up (arrow pointing up)

Takes you up a page.

Go To (page with
arrow pointing into it)

Enter the page number, then click the go to button to go to the specified page.

Search (binoculars)

Enter the search criteria, then click on the search button.

View Size

Use the **Drop Down Arrow** to choose the **View Size**.

Performance Report Parameter Screen

The screenshot shows the 'Performance Report Parameter' screen. At the top, there is a navigation bar with links: [Search Student](#), [New Student](#), [Search Staff](#), [New Staff](#), [Reports](#), [Administrator](#), [Logout](#), and a help icon. Below the navigation bar is a blue header bar with the text 'Performance Report Parameter'. The main form area contains four dropdown menus: 'Location' (marked with a red asterisk), 'Site', 'Programs' (marked with a red asterisk), and 'Fiscal Year'. Each dropdown menu has a small downward arrow on the right. Below the dropdowns are two buttons: 'Run Report' and 'Clear'. At the bottom of the screen, there is a footer with the text 'Login User: tpowers with Global Update right.' and three links: [Manage Your Account](#), [Manage Your Locations](#), and [Contact Us](#).

Click on the **Reports** tab and then the **Performance Report** to access the above report.

You can select any combination to generate a **Performance Report** by using the **Drop Down Arrow**. Once you have selected the criteria you would like to run your **Performance Report**, click on **Run Report**.

Location	Use the Drop Down Arrow to choose a Location code. According to your level of security, access will depend on what location codes appear.
Site	Use the Drop Down Arrow to choose the Satellite Site . This will only list those that were entered previously under the Location Information screen. Satellite Sites are optional.
Programs	Use the Drop Down Arrow to choose the Program Type , or leave as All to Run Report by all program types.
Fiscal Year	Use the Drop Down Arrow to select the Fiscal Year .

Performance Report

FY 2006 Performance Report					
LOCATION: Central Office		Site: ALL			
ENROLLMENTS		1	8	800.00%	
PERFORMANCE INDICATOR	GOAL	ENROLLMENTS	MET GOAL	RESULTS	ACHIEVED
Beginning Literacy (0-1.9)	53%	3	2	66%	X
Beginning ABE (2.0-3.9)	53%	4	3	75%	X
Low Intermediate ABE (4.0-5.9)	55%	1			
High Intermediate ABE (6.0-8.9)	52%				
Low Adult Secondary (9.0-10.9)	57%				
HIGH ADULT SECONDARY (11.0 - 11.9)		3			
Subtotal		11		137%	
ESL Beginning Literacy	53%				
ESL Beginning	49%				
ESL Low Intermediate	55%				
ESL High Intermediate	55%				
ESL Low Advanced	47%				
ESL High Advanced					
Subtotal					
Earn a GED	70%	1			
Enter Post-Secondary Education/Training	69%				
Gain Employment	60%				
Job Retention	65%				
FAMILY LITERACY	1	3		300%	X
ONLINE LEARNERS		0			
EDUCATION ASSESSMENTS		1		13%	
WORKPLACE PROJECTS		0			
WORKPLACE ASSESSMENT		0			
CORRECTIONS (not counted in enrollment)		0			

This report will show **your current progress**.

Located at the top of the screen are the following radio buttons:

Show/Hide Group
Tree (1st one)

Allows you to search large reports.

Export (envelope
with arrow)

Allows you to export your reports into different files, Word, Excel, etc.

Print (printer)

Prints your document.

First Page (arrow pointing
to the left with line behind it)

Takes you to the first page of your report.

Previous Page
(arrow pointing to the left)

Takes you to the previous page.

Next Page (arrow pointing
to the right)

Takes you to the next page.

Last Page (arrow pointing to
the right with a line in
front of it)

Takes you to the last page.

Up (arrow pointing up)

Takes you up a page.

Go To (page with
arrow pointing into it)

Enter the page number, then click the go to button to go to the specified page.

Search (binoculars)

Enter the search criteria, then click on the search button.

View Size

Use the **Drop Down Arrow** to choose the **View Size**.

Student Test Result Parameter Screen

AFRIN KENTUCKY ADULT EDUCATION

Adult Education Reporting Information Network

[Search Student](#) [Search Staff](#) [Reports](#) [Logout](#) [?](#)

Student Test Result Report Parameter

Location: C9999-Central Office
 Satellite Site: All
 Func. Entry Level: All
 Test Type: All
 Test Name: All

☐ NRS (Pre AND Post-tested only)
☐ NRS (NOT Pre and Post Tested)

[Run Report](#) [Clear](#)

Login User: test10 with View Only right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click on the **Reports** tab and then the **Test Results Report** to access the above report.

You may select any combination by using the **Drop Down Arrow** or clicking into the appropriate box to generate a **Student Test Report**. Once you have selected the criteria you would like to run for your **Student Test Results Report**, click on **Run Report**.

Location	The Location will be determined by security access.
Satellite Site	Use the Drop Down Arrow to choose a Satellite Site , or leave as All to run a report with all satellite sites that were entered under your Location Information screen. Satellite sites are optional.
Functional Entry Level	Use the Drop Down Arrow to choose a Functional Entry Level , or leave as All to run all of the functional entry levels.
Test Type	Use the Drop Down Arrow to choose a Test Type , or leave as All to run reports of all test types.
Test Name	Use the Drop Down Arrow to choose a Test , or leave as All to run a report with all tests.
NRS (Pre and Post-tested only)	Displays students with a NRS approved pre- & post test.
NRS (not Pre and Post Tested)	Displays students without a NRS approved pre- & post test.

Note: If you are trying to find GED scores that have been transmitted from Oklahoma, choose code 13 on the Functional Entry Level, GED Score from GED Program, and click on Run Report.

Tests Results Report

Student Test Result Report for Fiscal Year 2004 04/01/2004

C9999 Central Office

Site:
Tackett, Terry

DATE	TYP	TEST NAME	Func (VI)	HRS	Write	Soc Stu	Sci	Read	Math	LSTN	LANG
03/25/2004	E	9/10 TABE-M	03	0	5.50	0.00	5.10	0.00	0.00	0.00	0.00
03/26/2004	S	NONE		0	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Students Subtotal: 1

This report will show all tests and test scores selected by criteria.

Located at the top of the screen are the following radio buttons:

Show/Hide Group
Tree (1st one)

Allows you to search large reports.

Export (envelope
with arrow)

Allows you to **Export** reports into different files, Word, Excel, etc.

Print (printer)

Prints your document.

First Page (arrow pointing
to the left with line behind it)

Takes you to the first page of your report.

Previous Page
(arrow pointing to the left)

Takes you to the previous page.

Next Page (arrow pointing
to the right)

Takes you to the next page.

Last Page (arrow pointing to
the right with a line in
front of it)

Takes you to the last page.

Up (arrow pointing up)

Takes you up a page.

Go To (page with
arrow pointing into it)

Enter the page number, then click the go to button to go to the specified page.

Search (binoculars)

Enter the search criteria, then click on the search button.

View Size

Use the **Drop Down Arrow** to choose the **View Size**.

Student Attendance Report Parameter Screen

The screenshot shows the 'Student Attendance Report Parameter' screen within the AERIN (Adult Education Reporting Information Network) application. The interface includes a navigation bar with links for Search Student, New Student, Search Staff, New Staff, Reports, Administrator, Logout, and a help icon. The main form area contains several dropdown menus for selecting report parameters: Location (set to C9999-Central Office), Satellite Site (set to All), Program Type (set to All), Functional Entry Level (set to All), Staff Member (set to All), and Fiscal Year (set to 2005). There is also an 'Attendance Options' dropdown set to 'All'. At the bottom of the form are 'Run Report' and 'Clear' buttons. The footer of the application window displays the login user 'tpowers' with a global update right, and links to 'Manage Your Account', 'Manage Your Locations', and 'Contact Us'.

Click on the **Reports** tab and then the **Student Attendance Report** to access the above report.

You may select any combination by using the **Drop Down Arrow** to generate a **Student Attendance Report**. Once you have selected the criteria you would like to run for your **Student Attendance Report**, click on **Run Report**.

Location	The Location will be determined by security access.
Satellite Site	Use the Drop Down Arrow to choose a Satellite Site , or leave as All to run a report with all satellite sites that were entered under your Location Information screen. Satellite sites are optional.
Program Type	Use the Drop Down Arrow to choose a Program Type , or leave as All to run a report by all program types.
Functional Entry Level	Use the Drop Down Arrow to choose a Functional Entry Level , or leave as All to run all of the functional entry levels.
Staff Member	Use the Drop Down Arrow to choose a Staff Member , or leave as All to run reports by all staff.
Fiscal Year	Use the Drop Down Arrow to choose the Fiscal Year you want to run the report by.
Attendance Options	Use the Drop Down Arrow to choose Attendance Options , or leave as All to run by all hours. The following options are available: 0 to 12 Hours 12 to 30 Hours More than 30 Hours

Student Attendance Report

Student Attendance For Fiscal Year 2005

SSN	Client Last Name	Client First Name	Staff Last Name	Staff First Name	Func LV	Total Hrs
888991111	TACKETT	TERRY	Powers	Tammy	01	10.50
c99992222	Augustus	Augusta	Test	Ginny	02	1.00
c99992727	Tackett	Terry	Test	Terry	05	23.50
c99993333	Nine	August	Powers	Tammy	02	21.50
c99996123	Parent	Nine	Teacher	Test	05	8.50
c99996123	Parent	Nine	Test	Ginny	05	3.00

Student Count in this Report: 6

This report will show student attendance selected by criteria.

Located at the top of the screen are the following radio buttons:

Show/Hide Group
Tree (1st one)

Allows you to search large reports.

Export (envelope
with arrow)

Allows you to **Export** reports into different files, Word, Excel, etc.

Print (printer)

Prints your document.

First Page (arrow pointing
to the left with line behind it)

Takes you to the first page of your report.

Previous Page
(arrow pointing to the left)

Takes you to the previous page.

Next Page (arrow pointing
to the right)

Takes you to the next page.

Last Page (arrow pointing to
the right with a line in
front of it)

Takes you to the last page.

Up (arrow pointing up)

Takes you up a page.

Go To (page with
arrow pointing into it)

Enter the page number, then click the go to button to go to the specified page.

Search (binoculars)

Enter the search criteria, then click on the search button.

View Size

Use the **Drop Down Arrow** to choose the **View Size**.

Objective Report Parameter

AERIN KENTUCKY ADULT EDUCATION
Adult Education Reporting Information Network

[Search Student](#) [New Student](#) [Search Staff](#) [New Staff](#) [Reports](#) [Administrator](#) [Logout](#) [?](#)

Objective Report Parameter

Location: All
Satellite Site: All
Program Type: All
Client Goals: All
Staff Member: All

Login User: tpowers with Global Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click on the **Reports** tab and then the **Objective Reports** to access the above screen.

You may select any combination to generate a student objective report by using the **Drop Down Arrow**. Once you have selected the criteria you would like to run for your **Objective Report**, click on **Run Report**.

Location	Location will be determined by security access.
Satellite Site	Use the Drop Down Arrow to choose a Satellite Site , or leave blank to run report of All satellite sites that were entered under your Location Information screen. Satellite sites are optional.
Program Type	Use the Drop Down Arrow to choose the Program Type or leave blank to run by All program types.
Client Goals	Use the Drop Down Arrow to choose a Client Goal , or leave blank to run reports of all student goals.
Staff Member	Use the Drop Down Arrow to choose a Staff Member , or leave blank to run a report of All staff.

Objective Report

The screenshot shows the AFRIN (Adult Education Reporting Information Network) interface. At the top, there's a navigation bar with links for Search Student, Search Staff, Reports, and Logout. Below this is a toolbar with various icons for navigation and actions. The main content area displays an 'OBJECTIVE REPORT' for student Tackett, Terry, dated 8/10/2005 at 2:40:06PM. The report is organized into sections based on objectives (01, 04, 06) and staff (Brown, Harry). Each section contains a table with columns for Student Name, Gender, Race, Entry Level, Client Status, Prog Type, Objective, and Obj Rch Date.

Student Name	Gender	Race	Entry Level	Client Status	Prog Type	Objective	Obj Rch Date
Tackett, Terry	M	1	04	E	01	01	
Augustus, Augusta	A	F	4	S	01	01	
Tackett, Terry	M	1	04	E	01	04	
Tackett, Terry	M	1	04	E	01	06	

This report will show all objectives recorded and objectives reached selected by criteria.

Located at the top of the screen are the following radio buttons:

Show/Hide Group
Tree (1st one)

Allows you to search large reports.

Export (envelope
with arrow)

Allows you to export your reports into different files, Word, Excel, etc.

Print (printer)

Prints your document.

First Page (arrow pointing
to the left with line behind it)

Takes you to the first page of your report.

Previous Page
(arrow pointing to the left)

Takes you to the previous page.

Next Page (arrow pointing
to the right)

Takes you to the next page.

Last Page (arrow pointing to
the right with a line in
front of it)

Takes you to the last page.

Up (arrow pointing up)

Takes you up a page.

Go To (page with
arrow pointing into it)

Enter the page number, then click the go to button to go to the specified page.

Search (binoculars)

Enter the search criteria, then click on the search button.

View Size

Use the **Drop Down Arrow** to choose the **View Size**.

Mailing Labels Parameter Screen

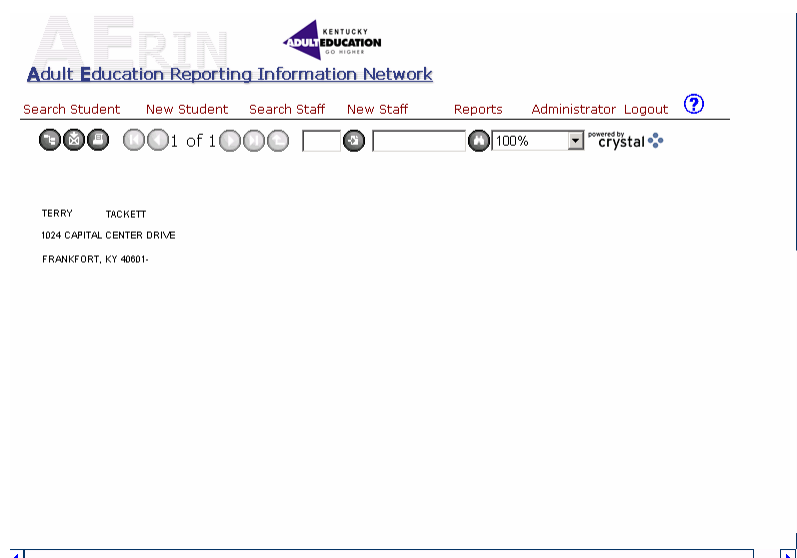
The screenshot shows a web browser window displaying the AERIN (Adult Education Reporting Information Network) interface. The page has a blue header with the AERIN logo and the text "Adult Education Reporting Information Network". Below the header, there are navigation links: "Search Student", "Search Staff", "Reports", and "Logout". The "Reports" link is highlighted. Below the navigation links, there is a section titled "Mailing Label Parameter" with a blue background. This section contains five dropdown menus: "Location" (set to "C9999-Central Office"), "Satellite Site" (set to "All"), "Program Type" (set to "All"), "Goal Set" (set to "All"), and "Staff Member" (set to "All"). Below these dropdowns are two buttons: "Run Report" and "Clear". At the bottom of the page, there is a login status message: "Login User: test10 with View Only right." and three links: "Manage Your Account", "Manage Your Locations", and "Contact Us".

Click on the **Reports** tab and then the **Mailing Labels** to access the above screen.

You may select any combination to generate mailing labels by using the **Drop Down Arrow**. Once you have selected the criteria you would like to run for your **Mailing Labels**, click on **Run Report**.

Location	Location will be determined by security access.
Satellite Site	Use the Drop Down Arrow to choose a Satellite Site , or leave blank to run report of All satellite sites that were entered under your Location Information screen. Satellite sites are optional.
Program Type	Use the Drop Down Arrow to choose the Program Type or leave blank to run by All program types.
Goal Set	Use the Drop Down Arrow to choose the Goal or leave blank to run by All goals.
Staff Member	Use the Drop Down Arrow to choose a Staff Member , or leave blank to run a report of All staff.

Mailing Labels Report



Click on the **Reports** tab and then the **Mailing Labels** to access the above report.

This report allows you to print mailing labels.

Located at the top of the screen are the following radio buttons:

Show/Hide Group Tree (1 st one)	Allows you to search large reports.
Export (envelope with arrow)	Allows you to export your reports into different files, Word, Excel, etc.
Print (printer)	Prints your document.
First Page (arrow pointing to the left with line behind it)	Takes you to the first page of your report.
Previous Page (arrow pointing to the left)	Takes you to the previous page.
Next Page (arrow pointing to the right)	Takes you to the next page.
Last Page (arrow pointing to the right with a line in front of it)	Takes you to the last page.
Up (arrow pointing up)	Takes you up a page.
Go To (page with arrow pointing into it)	Enter the page number, then click the go to button to go to the specified page.
Search (binoculars)	Enter the search criteria, then click on the search button.
View Size	Use the Drop Down Arrow to choose the View Size .

Family Literacy Parameter Screen

The screenshot shows the 'Family Literacy Enrollment Report Parameter' screen. At the top, there is a header with the 'AERIN' logo and 'Kentucky Adult Education' text. Below this is a navigation bar with links: 'Search Student', 'New Student', 'Search Staff', 'New Staff', 'Reports', 'Administrator', 'Logout', and a help icon. The main title of the screen is 'Family Literacy Enrollment Report Parameter'. Below the title, there are two dropdown menus: 'Location' and 'Satellite Site', both currently set to 'All'. There are two buttons: 'Run Report' and 'Clear'. At the bottom, there is a footer with the text 'Login User: tpowers with Global Update right.' and three links: 'Manage Your Account', 'Manage Your Locations', and 'Contact Us'.

Click on the **Reports** tab and then the **Family Literacy Reports** to access the above screen.

You may select any combination to generate a student objective report by using the **Drop Down Arrow**. Once you have selected the criteria you would like to run for your **Family Literacy Report**, click on **Run Report**.

Location

Location will be determined by security access.

Satellite Site

Use the **Drop Down Arrow** to choose a **Satellite Site**, or leave blank to run report of **All** satellite sites that were entered under your Location Information screen. Satellite sites are optional.

Family Literacy Enrollment Report

Family Literacy Enrollment For Fiscal Year 2005
8/10/2005

Site:	Child Group	
terry	Tackett	E
Terry	Tackett	E
J	Pop	E
B	Pop	E
Allison	Fitzgerald	E
Shelby	Fitzgerald	E
Terry	Tackett	P
David	Tackett	P
Nine	Parent	E
Nine	Child	P
Nine	Child 2	P
Total Family at this location:		5
Grand Family Total:		5

Click on the **Reports** tab and then the **Family Literacy Enrollment Report** to access the above report.

This report shows all students enrolled in Family Literacy and includes the child name(s).

Located at the top of the screen are the following radio buttons:

Show/Hide Group

Tree (1st one)

Allows you to search large reports.

Export (envelope with arrow)

Allows you to export your reports into different files, word, excel, etc.

Print (printer)

Prints your document.

First Page (arrow pointing to the left with line behind it)

Takes you to the first page of your report.

Previous Page

(arrow pointing to the left)

Takes you to the previous page.

Next Page (arrow pointing to the right)

Takes you to the next page.

Last Page (arrow pointing to the right with a line in front of it)

Takes you to the last page.

Up (arrow pointing up)

Takes you up a page.

Go To (page with arrow pointing into it)

Enter the page number, then click the go to button to go to the specified page.

Search (binoculars)

Enter the search criteria, then click on the search button.

View Size

Use the **Drop Down Arrow** to choose the **View Size**.

Staff Report Parameter Screen

The screenshot shows the 'Staff Report Parameter' screen within the AERIN (Adult Education Reporting Information Network) system. The header includes the AERIN logo and the Kentucky Adult Education logo. Navigation links at the top include 'Search Student', 'Search Staff', 'Reports' (which is highlighted), and 'Logout'. Below the navigation bar, the 'Staff Report Parameter' section contains several input fields: 'Location' (set to 'C9999-Central Office'), 'Program Type' (set to 'All'), 'Fiscal Year' (set to '2005'), and 'Include Inactive Staff?' (an unchecked checkbox). There are 'Run Report' and 'Clear' buttons at the bottom of this section. At the very bottom of the page, there is a login status message 'Login User: test10 with View Only right.' and three links: 'Manage Your Account', 'Manage Your Locations', and 'Contact Us'.

Click on the **Reports** tab and then the **Staff Reports** to access the above screen.

You may select any combination to generate a **Staff Report** by using the **Drop Down Arrow**. Once you have selected the criteria you would like to run for your **Staff Report**, click on **Run Report**.

Location	Location will be determined by security access.
Program Type	Use the Drop Down Arrow to choose the Program Type or leave blank to run by All program types.
Include Inactive Staff	Click the box if you would like your Staff Report to include Inactive Staff .
Fiscal Year	Use the Drop Down Arrow to choose the Fiscal Year . It will default to the current year. If you want to print prior year staff, use the Drop Down Arrow to choose the Fiscal Year .

Staff Report

AERIN KENTUCKY ADULT EDUCATION TO HIGHER

Adult Education Reporting Information Network

Search Student New Student Search Staff New Staff Reports Administrator Logout ?

1 of 1 100% powered by crystal

Staff Report 4/1/2004

C9999 Central Office

Staff Name: Toni Quire

Program	Staff Status
01	A
11	A

Total Staff: 1

Overall Staff Count: 1

Click on the **Reports** tab and then the **Staff Report** to access the above report.

This report shows all staff that has been entered into the AERIN system for your program.

Located at the top of the screen are the following radio buttons:

Show/Hide Group
Tree (1st one)

Allows you to search large reports.

Export (envelope
with arrow)

Allows you to export your reports into different files, Word, Excel, etc.

Print (printer)

Prints your document.

First Page (arrow pointing
to the left with line behind it)

Takes you to the first page of your report.

Previous Page
(arrow pointing to the left)

Takes you to the previous page.

Next Page (arrow pointing
to the right)

Takes you to the next page.

Last Page (arrow pointing to
the right with a line in
front of it)

Takes you to the last page.

Up (arrow pointing up)

Takes you up a page.

Go To (page with
arrow pointing into it)

Enter the page number, then click the go to button to go to the specified page.

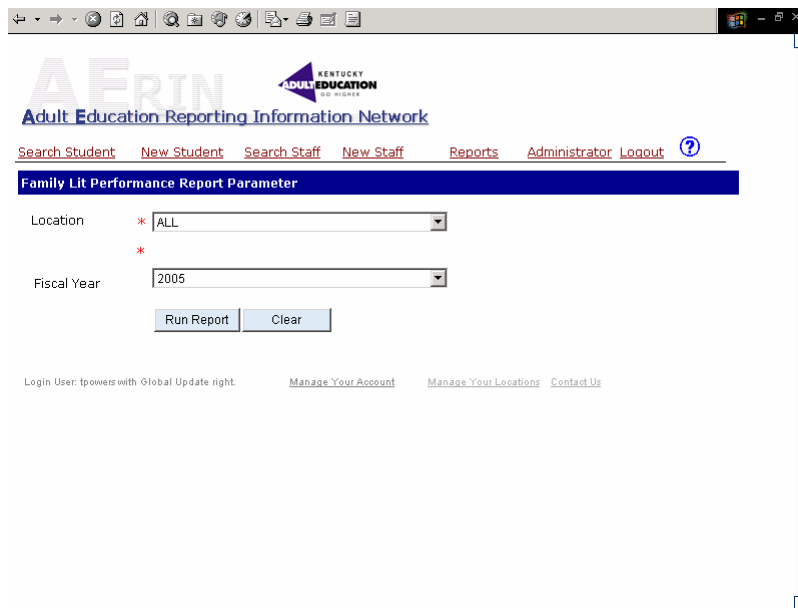
Search (binoculars)

Enter the search criteria, then click on the search button.

View Size

Use the **Drop Down Arrow** to choose the **View Size**.

Family Lit: Child Goals/Parenting Hours Report Parameter Screen



AERIN KENTUCKY ADULT EDUCATION
Adult Education Reporting Information Network

[Search Student](#) [New Student](#) [Search Staff](#) [New Staff](#) [Reports](#) [Administrator](#) [Logout](#) [?](#)

Family Lit Performance Report Parameter

Location *

*
Fiscal Year

Login User: tpowers with Global Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click on the **Reports** tab and then the **Family Lit: Child Goals/Parenting Hours Report** to access the above screen.

Use the **Drop Down Arrow** to choose your **Location Code** and to choose the **Fiscal Year** to generate a **Family Lit: Child Goals/Parenting Hours Report**. Once you have selected the criteria you would like to run for your **Staff Report**, click on **Run Report**.

Family Lit: Child Goals/Parenting Hours Report

The screenshot shows the AERIN (Adult Education Reporting Information Network) interface. At the top, there's a navigation bar with links: Search Student, New Student, Search Staff, New Staff, Reports, Administrator, Logout, and a help icon. Below this is a search bar with a '1 of 1' indicator and a '100%' filter. The main title is 'FY 2005 Family Literacy: Child Goals/Parenting Hours Supplemental Report'. The location is set to 'Central Office' and the site is 'ALL'. The report is divided into three sections: Early Childhood Education, Primary Education, and Secondary Education. Each section lists performance indicators with their respective enrollment counts and results. At the bottom, there's a 'PARENTING HOURS' table showing data for Total Children, Total Hours, and Average hours for Parenting Hours, Pact Hours, and Unfacilitated Pact.

PERFORMANCE INDICATOR	ENROLLMENTS	MET GOAL	RESULTS
Early Childhood Education			
81 INFANT TODDLER DEMONSTRATE PROGRESS IN DEVELOPMENTAL AREAS_(3.1)	1		0.0%
82 PRE-SCHOOL DEMONSTRATE PROGRESS IN FOLLOWING DEVELOPMENTAL AREAS_(3.1)	1		0.0%
Total Early Childhood Education*****	1		0.0
Primary Education			
87 (K-3) DEMONSTRATE PROGRESS IN READING READINESS (3.2)			
88 (K-3) WILL MAINTAIN 95% ATTENDANCE_(3.2)			
Total Primary Education*****			
Secondary Education			
91 (4TH-12TH) DEMONSTRATE PROGRESS IN CONTENT AREAS_(3.2B)			
92 (4TH-12TH) WILL MAINTAIN 93% ATTENDANCE_(3.2B)			
Total Secondary Education*****			

PARENTING HOURS			
	Total Children	Total Hours	Average
Parenting Hours (parents)	2	32	32.00
Pact Hours	1	14	14.00
Unfacilitated Pact	1		

LOCATION ID: C9999
 SITE ID: ALL
 PROGRAM: 11

Click on the **Reports** tab and then the **Family Lit: Child Goals/Parenting Hours Report** to access the above report.

This report shows family literacy child goals that have been set and/or reached. This report also shows a running total of parenting, pact, and unfacilitated pact hours.

Located at the top of the screen are the following radio buttons:

Show/Hide Group Tree (1st one)

Allows you to search large reports.

Export (envelope with arrow)

Allows you to export your reports into different files, Word, Excel, etc.

Print (printer)

Prints your document.

First Page (arrow pointing to the left with line behind it)

Takes you to the first page of your report.

Previous Page (arrow pointing to the left)	Takes you to the previous page.
Next Page (arrow pointing to the right)	Takes you to the next page.
Last Page (arrow pointing to the right with a line in front of it)	Takes you to the last page.
Up (arrow pointing up)	Takes you up a page.
Go To (page with arrow pointing into it)	Enter the page number, then click the go to button to go to the specified page.
Search (binoculars)	Enter the search criteria, then click on the search button.
View Size	Use the Drop Down Arrow to choose the View Size .

APPENDIX

A – KYAE Program Type Codes

B – Functional Levels

C – Goals

D – Frequently Asked Questions



AERIN Program Codes	
Code/Program	Description
01 – Adult Education or English as a Second Language (AE or ESL) NRS Enrollments	Adult Education/English as a Second Language courses designed to provide instruction in reading, mathematics, language arts, and GED preparation, as well as courses designed for students whose native language is not English to enhance the ability to read, write, speak, and listen in English.
07 – Adult Education or English as a Second Language at the Workplace (AE or ESL) NRS Enrollments	Adult Basic Education/English as a Second Language courses designed to provide instruction in reading, mathematics, language arts, and GED preparation, as well as courses designed for students whose native language is not English in order to enhance the ability to read, write, speak, and listen in English. Adult Basic Education/English as a Second Language courses generally provided at a worksite rather than an adult learning center. AE courses are provided to employees of specific companies.
09 – Workbased Skills or ESL Additional Services	A short-term course (less than 12 hours) in which instruction is designed to teach work-based skills and in which the educational outcomes and standards for achievement are specified. Instruction to teach workplace essential skills including critical thinking, computing, reading, writing, communicating, problem-solving, team-building and use of technology.
10 – Corrections Education Funding* NRS Enrollments	Adult Basic Education/English as a Second Language services funded through a corrections education grant.
11 – Family Literacy NRS Enrollments	Programs for families (adults with children) that include the following components: <ul style="list-style-type: none"> • Adult Basic Education/GED/English as a Second Language • Parent time • Child education, and • Parent and child time. Entry point for enrollment of the family is through the KYAE-funded provider. One or more components may be delivered by collaborating partners/agencies.
13 – AE/ESL Carry-Over Achievements* Additional Services	Designed to be used for those AE/ESL students served in the previous year, but the goal was not achieved until first quarter of the current year. (Example: separation was in June with postsecondary education as the goal, but they may not enroll until August.) Clients in this code <u>do not</u> count toward total enrollments.

14 – Workforce Project Learner or ESL Additional Services	<p>A short-term course (at least 12 hours and no more than 30 hours) in which instruction is designed to teach work-based skills and in which the educational outcomes and standards for achievement are specified.</p> <p>Instruction to teach workplace essential skills including critical thinking, computating, reading, writing, communicating, problem-solving, team-building and use of technology. Also includes instruction designed for workplace certifications such as Kentucky Employability Certificate (KEC), Kentucky Manufacturing Skills Standard (KMSS), and Paraeducator.</p>
15 – Educational Assessments; Official Practice Test (OPT) Additional Services	<p>Approved assessments <u>only</u>. This service is designed to inform placement decisions for postsecondary education and/or qualify for GED testing. The individual does not desire instructional services.</p>
18 – Workforce Alliance* Additional Services	<p>Workforce services funded through the Workforce Alliance.</p>
19 – English Literacy/Civics Education Funding Additional Services	<p>Services funded through the EL/Civics Education grants that are designed for students whose native language is not English and focus on the four national priorities: citizenship, naturalization procedures, civic participation, and US history and government.</p>
23 – Job Corps Additional Services	<p>Job Corps students accessing online academic courses through a partnership between Kentucky Adult Education and the Kentucky Job Corps, U.S. Department of Labor.</p>
25 – Workforce Assessment Additional Services	<p>Approved assessment services used <u>only</u> to verify functioning level for employment/job related purposes.</p>
26 – Corrections Education Project Learner or ESL* Note: Must use KYAE-approved assessment to establish eligibility. Additional Services	<p>A short-term course designed to teach employability and job readiness activities, life skills, effective communication and problem solving, and computer literacy skills to students in correctional facilities.</p>
27 – Computer Literacy Skills Note: Must use KYAE-approved assessment to establish eligibility. Additional Services	<p>Computer literacy skills are defined as keyboarding, general knowledge of operating systems, word processing, spreadsheet functions, and other software packages common in a general office environment.</p>
28 – Corrections Carry-Over Achievements* Additional Services	<p>Designed to be used for those corrections program students served in the previous year, but the goal was not achieved until first quarter of the current year. (Example: separation was in June with postsecondary education as the goal, but they may not enroll until August.) Clients in this code <u>do not</u> count toward total enrollments.</p>
29 – Family Literacy Carry-Over Achievements* Additional Services	<p>Designed to be used for those family literacy program students served in the previous year, but the goal was not achieved until first quarter of the current year. (Example: separation was in June with postsecondary education as the goal, but they may not enroll until August.) Clients in this code <u>do not</u> count toward total enrollments.</p>

*Program activity codes that DO NOT count toward performance incentive funding.

Functional Levels

01	Beginning Literacy 0 - 1.9
02	Beginning ABE 2.0 - 3.9
03	Low Intermediate ABE 4.0 - 5.9
04	High Intermediate ABE 6.0 - 8.9
05	Low Adult Secondary Education 9.0 - 10.9
06	High Adult Secondary Education 11.0 - 11.9
07	ESL Beginning Literacy
08	ESL Beginning
09	ESL Low Intermediate
10	ESL High Intermediate
11	ESL Low Advanced
12	ESL High Advanced
13*	GED Score from GED Program

**Used by KYAE to populate GED scores. Instructors can use the test results report and look at code 13 tests to find all of a student's GED scores data matched into AERIN.*

ASSESSMENT PROCEDURES

- Adult educators must meet all vendor training requirements before administering assessments.
- Assessment instruments shall be administered in a proctored environment and in accordance with vendor and KYAE assessment guidelines.
- Reasonable accommodations for assessment shall be provided to any individual with a disability.
- Adult educators should consult the online PD calendar for KYAE training on assessments.

KYAE APPROVED ASSESSMENTS FOR DETERMINING ELIGIBILITY/ENROLLMENT

The following are approved enrollment assessments – providers must adhere to conditions in “Comments” below.

Approved Assessment	Comments
TABE 9/10 (recommended) TABE 7/8	<ul style="list-style-type: none"> ▪ TABE is to be used for ABE, corrections education and family literacy students. ▪ A student must score 11.9 or below to be eligible. ▪ Upon initial enrollment, the TABE Locator(s) should be used as one tool to help determine the appropriate level(s) of the TABE assessment to be administered. The Locator should be used in conjunction with any other measures of student performance the instructor may have to determine the appropriate level(s) of the TABE assessment to be administered. ▪ All assessments must be administered in a proctored environment and in accordance with vendor and KYAE assessment guidelines.
Workplace TABE	<ul style="list-style-type: none"> ▪ Workplace TABE may be used when the student's goals are to get a job, a better job or improve workforce skills. ▪ A student must score 11.9 or below to be eligible. ▪ All assessments must be administered in a proctored environment and in accordance with vendor and KYAE assessment guidelines.
WorkKeys	<ul style="list-style-type: none"> ▪ WorkKeys may be used when the student's goals are to get a job, a better job or improve workforce skills. ▪ Adults without a high school diploma may be initially assessed using WorkKeys and enrolled on this assessment <u>if</u> the student's WorkKeys level crosswalks to one of three NRS levels. (See NRS Levels below.) This assessment should be administered only after an initial intake process indicates that the student will score well on the WorkKeys

	<p>assessment. If the student's WorkKeys level falls below one of these three NRS levels, the student should be assessed on the TABE and enrolled according to TABE results.</p> <ul style="list-style-type: none"> ▪ Adults with a high school diploma should be assessed with a TABE to determine adult education eligibility (scoring 11.9 or below). If the adult is not eligible, he/she should be referred to KCTCS for a WorkKeys assessment. ▪ Adults with a high school diploma and a pre-existing WorkKeys level that qualifies them for adult education services (one of the three NRS levels) may be enrolled based on the WorkKeys assessment. ▪ To show level gains, students enrolled on a WorkKeys assessment must be post-tested using WorkKeys. ▪ Information on how to obtain scale scores for your students is available at www.kyae.ky.gov by clicking scale <u>scores</u>. ▪ All assessments must be administered in a proctored environment and in accordance with vendor and KYAE assessment guidelines.
BEST, BEST Plus, Adult LAS, CASAS	<ul style="list-style-type: none"> ▪ To be used for English as a second language students. ▪ Adult educators must be trained by a certified CASAS or BEST Plus trainer before administering these assessments. ▪ All assessments must be administered in a proctored environment and in accordance with vendor and KYAE assessment guidelines.

OTHER ASSESSMENTS

(NOT USED TO DETERMINE ELIGIBILITY FOR ENROLLMENT)

Providers may offer the Kentucky Manufacturing Skills Standards assessment only when an individual's eligibility has been established in accordance with assessment and enrollment policy.

The COMPASS assessment has been crosswalked to the TABE; however, a COMPASS score may not be used for enrollment because the U.S. Department of Education, Office of Vocational and Adult Education, does not recognize COMPASS as an approved enrollment assessment. The COMPASS-TABE crosswalk cannot be used for assessment or enrollment purposes. Existing COMPASS scores may be used in the intake process as an unofficial indication of a student's level. COMPASS testing is not an approved assessment for enrollment in Educational Assessments (AERIN code 15) or Workforce Assessments (AERIN code 25).

In addition to the required standardized pre- and post-assessment instruments, programs should continue to use a variety of formal and informal instruments and procedures to collect valid on-going information regarding student instructional needs and progress. Some examples include:

- Computerized assessments
- End of unit tests from textbooks
- Checklists
- Individual projects or products
- Small group projects
- Educator-made assessments
- Project/products with clearly defined criteria or performance standards
- Dated anecdotal records of teaching observations
- Performance samples, including writing samples, journals, audiotapes of student readings or interviews, worksheets
- Role playing
- Student interviews and self-evaluations

Assessments Not Approved for Placement or Reassessment

The following assessment instruments and procedures may not be used for determining entry or exit level:

- Official GED Practice Test (OPT)
- GED (General Educational Development) Tests
- TABE Survey Test

- Short form of BEST (Basic English Skills Test) Oral
- Using different assessment instruments for pre- and post-assessment (i.e., CASAS for pre-assessment; TABE for post-assessment)
- Using the same form of CASAS for both pre- and post-assessment
- Professional judgment
- COMPASS

NATIONAL REPORTING SYSTEM

The National Reporting System (NRS) is the accountability system for the federally funded adult education program, mandated by the [Workforce Investment Act](#) (WIA).

Adult education programs nationwide use NRS levels to provide information to the federal government about student progress. KYAE collects student assessment, demographic and participation data on AERIN to report to the NRS and partners.

Kentucky has six functioning levels for reporting educational gains in adult basic education and five for English as a second language.

NRS LEVELS

To comply with NRS, providers must use the following entry and progress levels.

Adult Education Levels

- **Beginning Literacy (grade level 0-1.9)**

TABE (9-10), TABE (7-8) or Workplace TABE

Test Benchmarks: Reading: 367 and below
 Total Math: 313 and below
 Language: 392 and below

- **Beginning Basic Education: (grade level 2-3.9)**

TABE (9-10), TABE (7-8) or Workplace TABE

Test Benchmarks: Reading: 368 - 460
 Total Math: 314 - 441
 Language: 393 - 490

- **Low Intermediate Basic Education: (grade level 4-5.9)**

TABE (9-10), TABE (7-8) or Workplace TABE

Test Benchmarks: Reading: 461-517
 Total Math: 442-505
 Language: 491-523

- **High Intermediate Basic Education: (grade level 6-8.9)**

TABE (9-10), TABE (7-8) or Workplace TABE

Test Benchmarks: Reading: 518-566
 Total Math: 506-565
 Language: 524-559

WorkKeys

Test Benchmarks: Reading for Information: 75-78
 Writing: 75-77
 Applied Mathematics: 75-77

- **Low Adult Secondary Education: (grade level 9-10.9)**

TABE (9-10), TABE (7-8) or Workplace TABE

Test Benchmarks: Reading: 567-595
 Total Math: 566-594

Language: 560-585

WorkKeys
 Test Benchmarks: Reading for Information: 79-81
 Writing: 78-85
 Applied Mathematics: 78-81

▪ **High Adult Secondary Education: (grade level 11-11.9)**

TABE (9-10), TABE (7-8) or Workplace TABE
 Test Benchmarks: Reading: 596 and above
 Total Math: 595 and above
 Language: 586 and above

WorkKeys
 Test Benchmarks: Reading for Information: 82-90
 Writing: 86-90
 Applied Mathematics: 82-90

English as a Second Language Levels

▪ **Beginning ESL Literacy**

Test Benchmarks: ALAS R/W 1-43, Math 1-22
 CASAS: 165-180
 Oral BEST: 0-15
 Literacy BEST: 0-7
 BEST Plus: Below 401

▪ **Beginning ESL**

Test Benchmarks: ALAS R/W 44-83, Math 23-42
 CASAS: 181-200
 Literacy BEST: 8-46
 Oral BEST: 16-41
 BEST Plus: 401-438

▪ **Low Intermediate ESL**

Test Benchmarks: ALAS R/W 84-115, Math 43-58
 CASAS: 201-210
 Oral BEST: 42-50
 Literacy BEST: 47-53
 BEST Plus: 439-472

▪ **High Intermediate ESL**

Test Benchmarks: ALAS R/W 116-138, Math 59-69
 CASAS: 211-220
 Oral BEST: 51-57
 Literacy BEST: 54-65
 BEST Plus: 473-506

▪ **Low Advanced ESL**

Test Benchmarks: ALAS R/W 139-188, Math 70-94
 CASAS: 221-235
 Oral BEST: 58-64
 Literacy BEST: 66 and higher
 BEST Plus: 507-540

Adult Education

- 01 Earn a GED
- 04 Enter Post-Secondary Education/Training
- 05 Enter Military
- 06 Gain Employment
- 07 Enter Other Training Program (non post-secondary)
- 10 Obtain Silver Kentucky Employability Certificate
- 11 Obtain Gold Kentucky Employability Certificate
- 12 Pass Kentucky Paraeducator Assessment
- 13 Obtain KMSS Certificate
- 19 Register to Vote or Voted
- 24 Receive US Citizenship
- 26 Be Removed from Public Assistance
- 27 Obtain Job Advancement
- 28 Job Retention
- 30 Complete Beginning Literacy (0-1.9)
- 31 Complete Beginning ABE (2.0-3.9)
- 32 Complete Low Intermediate ABE (4.0-5.9)
- 33 Complete High Intermediate ABE (6.0-8.9)
- 34 Complete Low Adult Secondary (9.0-10.9)
- 35 Complete High Adult Secondary (11.0-11.9)
- 38 Master Workplace Essential Skills Instruction (for code 9 & 14 only)
- 40 Other
- 41 Complete Beginning Literacy ESL
- 42 Complete Beginning ESL
- 43 Complete Low Intermediate ESL
- 44 Complete High Intermediate ESL
- 45 Complete Low Advanced ESL
- 47 Complete High Advanced ESL
- 96 Literacy Link KET
- 97 Access WIN Software through KYVAE
- 98 Access PLATO Software through KYVAE

Family Literacy

- 61 Support Child(ren)'s Reading by Talking with and/or Reading with or to their Child(ren) Daily (4.1)
- 70 Parent and Child Participate in Four or More Interactive Literacy Activities Planned by the Family Literacy Program (4.2)

Family Literacy Children

- 81 Infant Toddler Demonstrate Progress in Developmental Areas (3.1)
- 82 Pre-School Demonstrate Progress in Following Developmental Areas (3.1)
- 87 (K-3) Demonstrate Progress in Reading Readiness and Math
- 88 (K-3) Will Maintain 95% Attendance (3.2)
- 91 (4th-12th) Demonstrate Progress in Content Areas (3.2B)
- 92 (4th-12th) Will Maintain 93% Attendance (3.2)

Frequently Asked Questions

Questions (Q) and Answers (A)

CODES:

1. Q – What is the difference between **codes 9** and **14**?

A – The only difference is the length of the course. Code 09's are under 12 hours and code 14's are 12 hours and above.

2. Q – How do we code **ESL** participants?

A – ESL students are the same as 01 adult education students; they just have a different entry functioning level. ESL reports can still be generated by using the functioning levels.

3. Q – What is the intent of **code 27** (basic computer classes)?

A – The intent is to allow programs the flexibility to use computer classes as a way to recruit potential adult learners into the system. The students would be TABE tested prior to instruction to determine eligibility. Once eligibility is determined (refer to the KYAE policy manual under eligibility), the student can be given basic computer literacy instruction. The hope is to transition the majority of these students into adult education activity.

ELIGIBLE STUDENTS

1. Q – Who can we serve?

A – We can serve students who meet one of the following requirements.

- The student does not have a GED or high school diploma.
- The student has a GED or high school diploma, but scores less than 11.9 grade equivalency level in at least one area of TABE 7 and 8 or higher.
- A company determines a need for an employee.
- The student is an ESL student and wants to learn English as a Second Language.

2. Q – If a student was served in another county program in 01 prior to attending my program in 01, do I re-test? If the re-test is higher and puts he/she into another level, do I count the level completion?

A – There is no need to re-test. The test information follows the student. When you do re-test, use the current Enrollment Test and Entry Level to determine any Level Gains.

END OF YEAR CLOSE OUT

1. Q – **Does everyone have to be separated?**

A – Yes

2. Q – What do you put for the Separation Data and Exit Reason on the Separation screen for carry over students?

A – You should use either 02 or 03 as Separation Data and End of Fiscal Year as the Exit Reason. It is very important to complete all objectives and test hours.

ENROLLMENT

1. Q – Can I enroll someone in both Adult Education **(01)** and Family Literacy **(11)**?

A – **The student does not need to be in both program types.**

- If a person comes to your center for Adult Education and then decides to move into Family Literacy, you can click on edit and change that program type of 01 to 11. The only thing that you will not be able to change is the program type of the enrollment test. You will need to call Terry or Tammy to make that change.
- If a person comes to your center for Family Literacy, but wants to work on Adult Education goals, keep the individual enrolled in 11 and simply add the other goals. In code 11, you have the same goals as 01, plus additional family literacy goals and child information.

2. Q – A student is already enrolled in Adult Education and you have entered their 01 goals, i.e. getting a GED. The student decides to transition to Family Literacy. AERIN will allow you to enter the goal of getting a GED under both 01 and 11, but you will only be able to achieve the goal under one program type code. What should you do?

A – Edit the student's enrollment screen to change the program type code from 01 to 11. This will change the program type on each of the goals formerly attached to program type 01 to program type 11.

3. Q – Can a person be enrolled in two program types at the same time?

A – Yes. You will have only one General Information screen and one Test screen. You will have an Enrollment screen for both program types, a Goal screen for both program types, and a Separation screen for both program types. You will have only one enrollment test, but will need a separation test for both program types.

4. Q – Can you enroll students who want basic computer skills instruction?

A – They will need to be tested to show eligibility. If they are eligible, then you may provide this service.

5. Q – What do you do if you need to enroll someone, but they are still enrolled at another location?

A – Contact the other program. Ask if they are still serving the student and request that they separate the student, so that you may enroll them.

6. Q – What do you do if you try to enroll a student and AERIN says that the SSN is already in the system, but it is for a different person?

A – Contact Terry or Tammy (see page 3).

GED SCORES FROM OKLAHOMA SCORING SERVICE

1. Q - How can you check to see if GED scores have dropped in from Oklahoma?

A – Run a test result report and select Functional Level 13 (GED from GED program).

2. Q – Once GED scores from OSS are loaded into AERIN program type 01, do we need to change anything?

A – No. Functional level 13 identifies the source of the test scores. The program type does not change anything.

Q – Do I still need to request GED scores from my GED examiner?

A – Scores for individuals who do not want their test scores released and Spanish GED's will not download into AERIN. Anyone falling into these categories will require follow-up.

GOALS

1. Q – Which NRS program types have goals?

A – All NRS program types should have goals. Every student must have, at a minimum, completion of entry level as a goal, but may want to work toward other NRS goals.

2. Q – Which KYAE Additional Services will have goals?

A – Program Types 13, 15, 19, and 23

JOB CORPS

1. Q – What is the enrollment procedure for Job Corps?

A – Job Corps students use program type 23 and record the on-line product used as the goal. Only students using on-line products should be entered into AERIN. They are batched enrolled here.

PROGRAM TYPES

1. Q – A student comes to your program, you TABE them, and they never return. What program type do you use? What do you put for the separation test?

A – You would use program type 01 and separation test 16 (None).

2. Q – What program type do you use for students using WIN and PLATO?

A – If a student comes to your program to use these products, enroll them in program type 01. You would reflect the product as the goal. If you receive an e-mail indicating a student has signed up for one of these products, they should come to the center and be tested to show eligibility. You would enroll them in program type 01 with the goal of the product.

3. Q – When do you enroll someone in program type 15?

A – You use program type 15 when a student does not intend to enroll in order to receive instructional services. Example: A student comes to your program and takes the Official Practice Test (OPT) to demonstrate GED test-readiness, but no instructional services are needed. A goal of GED attainment and/or pursuit of postsecondary education can be set.

SEPARATION

1. **Q – All students must be separated at the end of the fiscal year. How long do we actually have to separate students in AERIN after June 30th?**

A – July 10th

STAFF

1. Q – What do you do if a staff person leaves the program?

A – Notify Terry or Tammy (see page 3), so that the User ID may be revoked. Change the staff person's status in AERIN to Inactive. To change the status to inactive, do the following: Enter the Social Security Number of the staff person and click on Search Staff. Once the staff person's name is displayed, click on Edit. On the staff General Information screen, use the drop down arrow to change the status from Active to Inactive.

2. Q – What if a staff person was assigned to several different program types and now is no longer teaching one or more of the assigned program types?

A – Enter the Social Security Number of the staff person and click on Search Staff. Once the staff person's name is displayed, click on Edit, and then click on the Locations\Programs tab. Click Edit beside the program type you wish to make inactive. Enter the date left and the reason, and then click on Update. **See the screen below for an example.**

Enter the date the staff person left.

TEST

1. Q – Another county program enrolled a student and separated a student, but did not do a TABE. You are enrolling the student in your program and you are administering a TABE. Now that you can only have one enrollment test per student per fiscal year, what do you do?

A – If a person was enrolled and separated from program types 14, 15 or 25, and you are enrolling them in program type 01 using a TABE, you must call Terry or Tammy to edit the enrollment test type. You may then add the TABE scores as their enrollment test.

2. Q – Another county program enrolled and separated a student using a TABE test. If the student moves to your program and you are enrolling them, do you have to administer a TABE test?

A – No. You may use the TABE test that is already in AERIN.

3. Q – A student was enrolled at another county program at level 2 and separated from the program after completing level 3. If they enroll at your program, what entry level do you use?

A – Each program should look at the initial entry level and use it. If you TABE them and they are at level 4, you should record that the student reached levels 2 and 3.

4. Q – If you see test name 99, what does that mean?

A – It indicates the student requested that their scores remain confidential.

5. Q – When giving the TABE for enrollment, can you give just a section or do you have to give the full battery (reading, math, language)?

A – The TABE can be given in sections. The National Reporting System guidelines require only one section of the TABE for enrollment purposes, i.e. math. However, if you choose math, both the computation and applied sections must be given and averaged using the table in the "norms" book to get an accurate functioning level.

NOTE: The assessment should reflect the goals of the student. If the student needs work in all areas in order to meet goals, then the entire battery should be given to properly plan instruction and get a true functioning level.